



# Reichel Foods, Inc.

## Employee Warning Notice

W  
8/7/18

### Employee Information

Date: 8/6/2018  
 Employee Name: Brandon Smith  
 Job Title: Driver  
 Manager/Supervisor: Benn Grenz/Jeremy Meyer

### Type of Warning

Verbal Warning   
 Written Warning   
 Final Warning

### Type of Offense

Tardiness/Leaving Early   
 Absenteeism   
 Violation of Company Policies   
 Substandard Work   
 Violation of Safety Rules   
 Rudeness to Customers/Coworkers   
 Other

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)  
 On 08/03/18 Brandon was backing in a trailer at the plant without using a spotter. The door of the trailer swung open and it was pushed against the dock and broke off. There was also additional damage to the side of the trailer.

Plan for Improvement:  
 Brandon will use a spotter at all times when moving straight trucks and trailers at our Rochester locations.

Consequences of Further Infractions:  
 Further infractions will lead to additional warnings and possible assignment end.

### Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature \_\_\_\_\_ Date 8-6-18

Manager/Supervisor \_\_\_\_\_ Date 8-6-18

Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date