



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 8/16/2022  
 Employee Name: Dylan Graf  
 Job Title: Warehouse  
 Manager/Supervisor: 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 08/11/22, a broken piece of pallet was noticed to be stabbed into a 1-4103-25 box of product. This is destruction of Reichel property and is not acceptable behavior.

Plan for Improvement:  
 There will be no intentional destruction of company property and if witnessed, it needs to be reported right away.

Consequences of Further Infractions:  
 Consequences of Further Infractions include increased warning severity up to 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: *[Signature]* Date: 08/17/22  
 Manager/Supervisor: *[Signature]* Date: 8-17-22

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