

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Justice Logan Date: 9/21/22

Supervisor Name: Cham Ouk Hire Date: 10/12/20

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session                       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                                       Poor Work Quality  
 Falsifying Company Documents                       Other

**2. Details of Unsatisfactory Behavior/Actions:**

On 9/16/22, Justice was backing up the forklift without using the alarm to notify his co-workers to be aware of the forklift. He also did not view his surroundings which resulted in Justice backing into an employee who was crouched down reading the license on a pallet of product. The forklift pushed her to the ground and ran over her right foot. After reviewing Justice's previous incidents with the forklift on 2/15/22 and 9/16/22, this has been his third incident involving the forklift. On both occasions he was spoken to regarding Forklift Safety. This has been his third incident

**3. Prior Warnings:**

Coaching on 2/15/22 and 9/16/22.

**4. The following immediate corrective action must be taken by the employee.**

Demotion from warehouse and/or assignment end

Employee Signature: Justice Logan Date: 9/21/22

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Kelly Adilli Date: 9/21/22



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 9/21/2022
Employee Name: Justice Logan
Job Title: Production / Warehouse
Manager/Supervisor: Chamrong Duk

Type of Warning

Verbal Warning [ ]
Written Warning [X]
Final Warning [ ]

Type of Offense

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

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
On Friday Justice back up forklift and hit QA lady, and this is his 3rd forklift accident with his careless.

Plan for Improvement:
stay away from forklift for a while.

Consequences of Further Infractions:
final warning or 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.

Justice Logan
Employee Signature

9/20/22
Date

[Signature]
Manager/Supervisor

09-20-22
Date

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