



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/30/2023
 Employee Name: Cesar Montero Zavala
 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

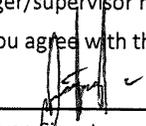
Description of Incident (Describe incident and list the date, time, and any witnesses present)
 On 03/27/23, Cesar reverified incorrectly and shipped 135 cases of 1-4100-25 instead of 1-4108-25. This was due to steps not properly being followed.

Plan for Improvement:
 Cesar will be retrained on re verifying pallets correctly to insure accuracy.

Consequences of Further Infractions:
 Consequences of Further Infractions are increased severity of warnings 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  Date 3-30-23

Manager/Supervisor  Date 3-30-23

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