



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 9/30/2024
 Employee Name: Ashton Hoff-Elsing
 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 09/26/24, Ashton built a pallet without 15 cases of 1-4104-25 that the order required, and after scanning the orders, Ashton did a product verification check. Aston completed this product check incorrectly and did not verify that the 1-4104-25 matched his scanning causing Giant Foods (JT#135609) to be mis shipped 15 cases of 1-4104-25.

Plan for Improvement:

Ashton is going to be coached and retrained on how to complete a product check to verify that the scanning matches what is build to ensure we are not mis shipping orders.

Consequences of Further Infractions:

Consequences of further infractions include increased severity in 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

10/2
Date


Manager/Supervisor

10-2-24
Date

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

Date