



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 10/9/2024  
Employee Name: Keith Koter  
Job Title: North Plant WH  
Manager/Supervisor: Phuy Vorng Chi

### 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)  
Stepping over or go under yellow safety barriers after already have safety meeting.

Plan for Improvement:  
Make sure to follow all safety rules, and coach other co-worker.

Consequences of Further Infractions:  
Written waring will be given

### 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: Keith Koter Date: 10/10/24

Manager/Supervisor: [Signature] Date: 10/10/2024

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