



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 10/15/2024
 Employee Name: Bare Gilo
 Job Title: Warehouse
 Manager/Supervisor: PhuyVorng 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 Safety Violation

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
 Employee was not wearing seatbelt. Was told by safety supervisor that if he did not wear his seatbelt he would be receiving a warning for no seatbelt. Was told by Lead to always wear seatbelt and continues not to.

Plan for Improvement:
 Needs to wear seatbelt always when operating a forklift.

Consequences of Further Infractions:
 Will receive written warning. This is a serious safety violation.

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 10/15/24
 Manager/Supervisor Date 10/15/24

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