



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 3

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Employee Information

Date: 8/19/2026
Employee Name: Ladarjous Smith
Job Title: Warehouse Driver
Manager/Supervisor: Isaac Ombui

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 August 17th at around 5:21 pm, You were Spotting for Jacob Back who was backing a trailer in the lot without using Radio to communicate with him despite instructions to do so. This led to Jacob backing into a trailer that was stationary because you did not have a means to warn him.

Plan for Improvement:

Both Driver and spotter must always use radios to communicate when moving trailers in the yard.

Consequences of Further Infractions:

Written warning.

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

Aug. 19, 2024

Manager/Supervisor

Date

8-19-26

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

Date