



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 3

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Employee Information

Date: 8/19/2026
Employee Name: Jacob Back
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 backed into an eagle trailer# 1465 that was parked in the lot. You were not using radios to communicate with your spotter despite instructions to do so. Ladarius Smith who was your spotter saw this happen.

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

8-19-26

Manager/Supervisor

Date

08/19/2026

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

Date