



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 11/23/2012
Employee Name: AJ Kroll
Job Title: Warehouse
Manager/Supervisor: Benn Grenz / Jay Janssen

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 12/21/12, AJ had requested to leave a bit early and committed to coming in Thursday morning 12/22/12 at 8:00AM. Since there were WM orders remaining as well as LTL shipments to be built, his voluntary commitment to work was as if he were scheduled as a normal shift. AJ did not report for work as he had committed to thus causing a shortage of staff to finish the orders. During his commitment on Wednesday night, both Benn Grenz and Ryan Grzanek were witness to his stating he would be present.

Plan for Improvement:

Gary, Benn and I all discussed with AJ his not showing up caused a problem for his fellow associates. We explained that this cannot happen and a verbal commitment to work means you are scheduled to work as a mandatory situation. He assured us all it would not be repeated.

Consequences of Further Infractions:

AJ will on his next occurrence of this nature be given a final warning or if the situation dictates, his assignment will be ended.

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.

AJ Kroll
Employee Signature

11-23-12
Date

Jay Janssen
Manager/Supervisor

11/23/12
Date

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

Date