



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 12/31/2012
Employee Name: AJ Kroll
Job Title: Warehouse
Manager/Supervisor: Jay Janssen / Benn Grenz

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 12/28/12 at approximately 7:30PM, AJ was using the Reichel Spotter Truck to move a trailer. While in the process of backing up the trailer he ran it into the DC building. There was minimal damage to the trailer (smaal dent in the door and on the bumper), however, there was substainal damage to the electrical meter on the side of the bulding. AJ reported this incedent immediately after it happened and Benn Grenz filled out an accident investigation. AJ was then sent in for a post accident drug screening.

Plan for Improvement:

AJ will need to retrain and be retested by Glenn Loneragan prior to using the Spotter Truck. Benn aslo talked to AJ about the importamnce of taking your time and being aware of your surroundlngs.

Consequences of Further Infractions:

Loss of driving privileges, further warnings , and possible termination for repeated offences

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

1/2/13
Date

Manager/Supervisor

1/2/13
Date

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

Date