



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 6/26/2017  
Employee Name: Andrew Peterson  
Job Title: DC Warehouse  
Manager/Supervisor: Jeremy Meyer

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)

Andrew has made several receiving errors on apples by receiving a full truck load when the paperwork states that it is not full. On 06/23/17 Andrew had a trailer that came in that was pink lady apples and the BOL stated 1001 cases. It was received as a granny smith lot number and as 1008 cases. This was caught the following production day when the trailer was verified along with the paperwork. Andrew is supposed to have his supervisor verify his paperwork before receiving into WOW and did not do so resulting in the wrong quantity and lot received into WOW.

Plan for Improvement:

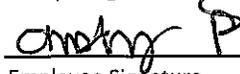
Andrew will have his supervisor verify his paperwork on receiving each time before fully receiving into the handheld and ensuring everything is physically verified against the paperwork before receiving into WOW and notify procurement along with marking the receiving paperwork if anything does not match.

Consequences of Further Infractions:

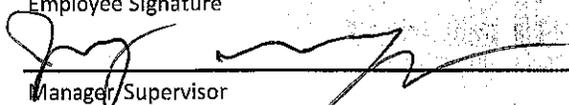
Consequences of Further Infractions will result in further warnings and up to assignment end.

### 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

6-28-17  
Date

  
Manager/Supervisor

6-28-17  
Date

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

Date