



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

### Employee Information

Date: 9/5/2012  
Employee Name: Aek Thuanthan  
Job Title: Warehouse  
Manager/Supervisor: 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) *manh*  
There was a pallet of Yogurt 12ct. That came from the production room which was kitted as 12ct. Aek filled out his log with the product being a 270 yogurt. However he failed to notice that the product was kitted wrong resulting in shorted product on the Tuesday Wal\*Mart orders.

#### Plan for Improvement:

Aek will be checking everything closely with an extra set of eyes on each pallet before he loads them onto the truck.

#### Consequences of Further Infractions:

Further consequences will result in written warnings, suspension, and possible termination.

### 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.

*[Signature]* \_\_\_\_\_ Date *9.5.12*  
Employee Signature  
*[Signature]* \_\_\_\_\_ Date *9/5/12*  
Manager/Supervisor  
*[Signature]* \_\_\_\_\_ Date *9-5-12*  
Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date