



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/8/2013
Employee Name: Alex Schrock
Job Title: DC Warehouse
Manager/Supervisor: Benn Grenz/Jeremy Meyer

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)

Documentation attached Alex needs to work on his work performance and efficiency along with the safety of the equipment.

Plan for Improvement:

Working toward increasing efficiency along with following the company policies and the job rotations.

Consequences of Further Infractions:

Consequences of further infractions can 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.

Alex Schrock
Employee Signature _____ Date 5-8-13
Benn Grenz
Manager/Supervisor _____ Date 5/8/13

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

Date

Alex Schrock

-Damaged Product:

Each box costs roughly \$8.50. A pallet is between 5-10 dollars a piece. Damages to equipment, forklifts or scanners can be thousands. We need to make sure we are keeping any incidents down to a minimum and if or in the event that something may happen we need to make sure we are notifying our lead/supervisor right away.

-Forklift Efficiency:

We need to be working on our forklift efficiency while loading and unloading trucks along with pulling items from the rack in a timely manor without any damage to the equipment or the product.

-Job Rotation/Scanning

We need to work on scanning product without errors along with going through our proper job rotations to make sure we are giving the rest of the shift a break for both their body and their mind.

-Cell Phone

We need to start keeping our cell phone usage down to a minimum. Reichel food has a no cell phone policy. If you need to make a call or check you phone you need to first confirm with you supervisor/manager before you do so.

-Equipment in the warehouse is not to be ridden or used improperly. Violations of these infractions will not be accepted.

-Progress

We will be doing a weekly progress check to make sure we are seeing improvement and also to see if there is anything that need to be worked on and to address any questions or concerns you may have.