



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 4/2/2015
Employee Name: Amos Shrock
Job Title: Line Sanitor
Manager/Supervisor: Jamie Sorensen/Darryl Conley

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)

I, Jamie Sorensen was notified by a maintenance employee (Tyler), at 3:15pm on 4/1, that Amos had used a card to bypass the lock system for the maintenance shop door. This is a secured limited access door. Amos needs to get in the maintenance shop on a daily basis, to get nuts, bolts, etc. Amos thought it was okay to open the lock manually because a lot of the times there is no one in the shop to help in. In this instance there was someone in the shop. It is NEVER okay to use any kind of tool or device open a door if you do not have access on your badge to open that door. We are never in so much of a hurry that we cannot get someone to help us get what we need. This is very serious and a major violation of our plant security policies

Plan for Improvement:

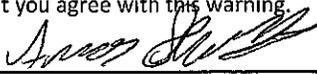
Amos will knock on the door of the maintenance shop for someone to let him in to get what he needs. If no one is in the shop to open it up for Amos, then he will track down a maintenance employee or a Supervisor to let him into the shop.

Consequences of Further Infractions:

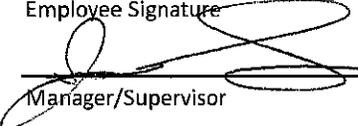
If there are further infractions of our plant security policies by Amos, he will face further disciplinary which may include up to suspension or termination of employment from Reichel Foods.

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

4-2-15
Date


Manager/Supervisor

4/2/15
Date

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

Date