



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/24/2015
Employee Name: ANDREW GILLO
Job Title: DC Warehouse
Manager/Supervisor: Jeremy Meyer/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

On 03/20/15 the 2nd Shift DC went out of FIFO on Carrot and Hummus 12ct. Resulting in leftover product that cannot be shipped. This will result in two short orders and over \$1000.00 lost in sales. On 03/23/15 the 2nd Shift DC went out of FIFO again on Peanut Butter and Chocolate Chips.

Plan for Improvement:

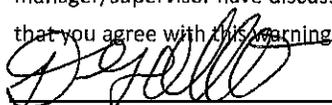
The DC will be responsible for checking the inventory routinely on their computer and will verify with the Supervisor every time there is a code day change for finish product before they go on to the next lot number to ensure there are no mistakes that are made moving forward.

Consequences of Further Infractions:

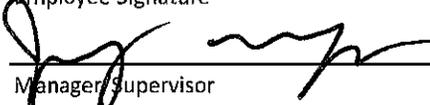
Consequences of further infractions will include further warnings, suspension and up to assignment end.

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

03-24-2015
Date


Manager/Supervisor

3-24-15
Date

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

Date