



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 3/24/2015  
Employee Name: Andrew Peterson  
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.

*Andrew Peterson*  
Employee Signature

3-24-15  
Date

*[Signature]*  
Manager/Supervisor

3-24-15  
Date

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

Date