



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 5/12/2020  
Employee Name: Bare Gilo  
Job Title: Warehouse  
Manager/Supervisor: Vorng

### 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)  
On 05/12/2020 about 10:00 am you loaded finished goods into trailer without doing inspection hence did not turn Refer on putting products at risk despite being told severally on need to do it. This was caught by Amina Ali as she was doing her checks and confirmed by Vorng Chi.

Plan for Improvement:  
Always do inspection of trailer and fill inspection checklist beofre you start loading Finished Goods. Even when you are loading trailer that was already loaded from previous shift, confirm that the refer is running before you continue with the load.

Consequences of Further Infractions:  
Written warning or 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.

 \_\_\_\_\_ Date 5/12/20  
Employee Signature \_\_\_\_\_ Date 05/12/20  
 \_\_\_\_\_  
Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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