



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 2/10/2019
 Employee Name: Ben Cockram
 Job Title: Driver/Warehouse
 Manager/Supervisor: 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

Description of Incident (Describe incident and list the date, time, and any witnesses present)
 On 02/07/19 Ben Cockram was asked to move a trailer out of the main plant to the DC. He failed to get a spotter and when he got to the plant he again failed to physically check to make sure the dock was a safe zone and ready to pull out. The result ended in a very close call with an employee left in the trailer who almost had his forklift out of the trailer a was able to stop in time.

Plan for Improvement:
 Ben will be retrained on the Driver's work instruction and rested in the Reichel Trucks prior to driving again. He will also ensure that he under no circumstances does not have a spotter as well as always physically checks dock areas to ensure safety is top priority before pulling away.

Consequences of Further Infractions:
 Consequences of Further Infractions will result in further disciplinary action or if deemed necessary 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: Date: 2-11-19
 Manager/Supervisor: Date: 2/11/19

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