



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 2/10/2020
 Employee Name: Ben Luther
 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 02/06/2020 Ben was backing up the Semi into a north spot of the parking lot without the use of a spotter and ran over a cable connected to the telephone pull resulting in damage to the semi and a blown fuse causing a power outage to other buildings in the area. He failed to notify anyone of the incident which resulted in several hours of investigation.

Plan for Improvement:

Ben will work efficiently with the use of a spotter at all times and be aware of his surroundings. If he has any accidents or near misses in the future it is to be brought to the attention of his lead, supervisor or manager immediately. If they are not on sight he will phone them to make everyone aware.

Consequences of Further Infractions:

Consequences of Further Infractions will include further corrective actions 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.

Benjamin Luther
Employee Signature

02/10/2020
Date

[Signature]
Manager/Supervisor

2-10-20
Date

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

Date