



# Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 2/29/2016  
Employee Name: Blake Arndt  
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 02/22/16 Blake Arndt was backing a trailer to the DC at the end of this shift and misjudged the distance of dock bumper causing \$400 of damage to the door.

Plan for Improvement:

Blake will make sure both sides of the trailers are clear and verify with his spotter when available to ensure no damages will occur.

Consequences of Further Infractions:

Consequences of Further Infractions will include further warnings 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.

*Blake Arndt*  
Employee Signature

2/29/16  
Date

*Benn Grenz*  
Manager/Supervisor

2/29/16  
Date

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

Date