



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8/21/2018
 Employee Name: Christofer Atak
 Job Title: North Facility Warehouse
 Manager/Supervisor: *JEFF RAMAKER*

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 8/1/18 around 10:30 am Chris was moving a trailer without a spotter to watch for him. One of the trailer doors came unhooked and was tore off when chris backed up to the dock door. Company policy requires drivers to have a spotter when moving trucks or trailers.

Plan for Improvement:

Always have a spotter when moving trucks or trailers. If one is not available you are to wait until one is.

Consequences of Further Infractions:

Written warning, final warning, suspension, or termination could result if in violation of same offense.

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.

Christofer Atak
Employee Signature

8/21/2018
Date

Jeff Ramaker
Manager/Supervisor

8/21/18
Date

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

Date