



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 2/13/2020
Employee Name: Casey Sommers
Job Title: Warehouse
Manager/Supervisor: Jeremy Meyer

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 02/13/20 there was a pallet of 1-4550-6 was brought down to be built with. It was kitted at 168 cases but it was physically 169. Casey took the LP to the scanner without verifying with them if it had been kitted correctly. This caused quite a bit of down time for everyone in the DC.

Plan for Improvement:

Verify all partial pallet FG quantities with the scanner before using any of the product.

Consequences of Further Infractions:

Consequences of Further Infractions include increase warning severity 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.

Employee Signature

02-13-2020

Date

Manager/Supervisor

2-13-20

Date

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

Date