



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 7/23/2020
 Employee Name: Casey Sommers
 Job Title: Warehouse
 Manager/Supervisor: Benn Grenz/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 07/21/20 Casey pulled 2 pallets of finished product with a newer lot number before using up the existing older product. It was then used on 2 orders. If this was not caught the next day, it could have caused product needing to be donated and possible shortages on orders.

Plan for Improvement:

Casey will use the WOW system to verify all usable older product is being used up before moving onto the next lot number. If Casey has any questions during this process, he needs to communicate this with his lead Aric or his supervisor Jeremy.

Consequences of Further Infractions:

Consequences of Further Infractions includes increased 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.

07-22-20

Employee Signature

Date

07-23-20

Manager/Supervisor

Date

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

Date