



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/3/2013
Employee Name: Chad Singkeo
Job Title: 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 11/26/2013 at approximately 9am Matt McElroy, David Pachicano, Chad Singkeo and Emanuel Rios were loading the straight truck when there were several steps that were missed in verifying the straight truck was ready to be pulled out. The wheel chocks were removed and the driver started to pull the truck out of the dock until it was noticed that they were not done loading the truck. In result of this the truck was pulled out while the last pallet was being loaded on the truck causing the forklift to become stuck halfway on the dock making it a very dangerous situation. Maintenance had to bring in a skid loader in order to pull the forklift off of the dock.

Plan for Improvement:
The Reichel Warehouse and Driving Team will be using new technique when getting ready to move any Reichel vehicles. The Driver will be using a pad lock and closing his own door to avoid any mis communication on the straight trucks and putting up a barrier and sign before any trailers are to be moved. The warehouse/dock employees are not allowed to close the door or move any of the barriers to avoid any confusion.

Consequences of Further Infractions:
Consequences of Further infractions will include more severe 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.

Employee Signature

Manager/Supervisor

12/3/13
Date
12/3/13
Date

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