



Reichel Foods, Inc. - North or South

Reichel Foods, Inc. Employee Warning Notice

Employee Information	
Date:	4/25/2023
Employee Name:	Cesar Montero Zavala
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 04/24/23, 3 of the 4 Jewel pallets were not shipped on chep pallets. Cesar was taking pictures and did not verify if the correct pallets were being used. Each job ticket is listed if chep pallets are to be used, each forklift has a list and there is a list on the board in the office.

Plan for Improvement:

Cesar will be retrained on locations that need chep pallets. Cesar will make sure he is verifying the correct pallets are being used when he builds, wraps, loads and takes pictures of all pallets shipping.

Consequences of Further Infractions:

Consequences of further infractions include increased severity in warnings 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: Cesar A. Montero Date: 04-25-2023

Manager/Supervisor: [Signature] Date: 04-25-23

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