



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 9/26/2019  
 Employee Name: Casey Sommers  
 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 9/25 Casey scanned 90 cases of 11/06 ranch 12ct to a kitting LP for 11/08. The pallet that these were scanned to totaled 204 cases, 114 of lot # 11/08 & 90 cases of 11/06. The pallet physically had 204 cases of 11/08. We found the 90 cases of 11/06 on a Meijer order that physically had 90 cases of 11/06 & 30 cases of 11/08, Casey scanned all 120 total cases as lot 11/08.

#### Plan for Improvement:

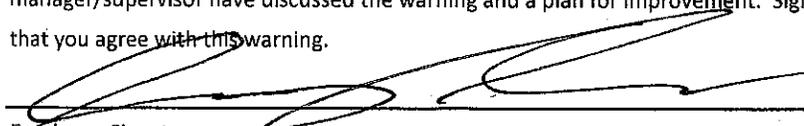
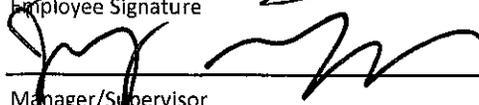
Casey will continue to be trained on how we use our WOW system to track code dates. He will also be retrained on scanning and product checks to ensure that our inventory is always 100% accurate.

#### Consequences of Further Infractions:

Further corrective action will be taken if the same errors continue.

### 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  Date 10-2-2019  
 Manager/Supervisor  Date 10-2-19

Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_  
 Trade secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).