



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 10/22/2019
Employee Name: Casey Sommers
Job Title: DC 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 10/17/19 product 1-4565-6 the RBuild pallet physically had 193 cases of 11/24, when you scanned the LP it showed 100 cases of 11/24 & 93 cases of 11/20. Casey scanned 93 cases of 11/20 onto the 11/24 LP. He initially scanned the 93 cases to an order (Kroger Layton) that only needs 40 cases. He then scanned them off that LP and scanned them to the LP in RBuild that was a different lot.

Plan for Improvement:

Casey will be retrained and coached through the correct way to scan when using up an older lot number and moving onto the next.

Consequences of Further Infractions:

Progressive discipline includes being demoted to production with a wage decrease.

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

10-23-19

Manager/Supervisor

Date

10-23-19

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

Date