



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 4/24/2013
 Employee Name: Chris Newton
 Job Title: Hormel Warehouse
 Manager/Supervisor: Jeff Ramaker

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)
 asked spotter driver to haul forklift to another warehouse in supply trailer with forklift not properly secured. Forklift could have been driven to location.

Plan for Improvement:

Hauling forklift in a truck or trailer as a last resort only. Better securing forklift if transporting in a truck or trailer is necessary.

Consequences of Further Infractions:

possible termination

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.

Chris Newton
 Employee Signature

5-9-13
 Date

Jeff Ramaker
 Manager/Supervisor

5/9/13
 Date

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

Date