



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8/24/2012
Employee Name: Chris Summers
Job Title: Forklift operator
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)
on 8/23/12 Chris Failed to check Refer to make sure that it was on and set at correct temperature. Chris stated he thought that he had checked it and turned it on before he started unloading another trailer .

Plan for Improvement:

chris has been instructed to check refer and wheel chocks before going in any trailer for the first time even if you feel you had done it earlier.

Consequences of Further Infractions:

Written warning and or possible suspension

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
Jeff Ramaker
Manager/Supervisor

Date 8/28/12
Date 8/24/12

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