



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/6/2016
Employee Name: CHRISTOFAR ATAK
Job Title: 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)
ON 05/04/2016 AT 12:57 PM YOU HIT OVERHEAD DOOR # 1 IN THE COOLER WITH FORKLIFT # H9 BECAUSE YOU MOVED THE FORKLIFT SO CLOSE TO THE DOOR IN ORDER FOR YOU TO CLOSE IT WITHOUT GETTING DOWN.

Plan for Improvement:
ALWAYS STOP FORKLIFT AWAY FROM THE DOOR,GET OFF CLOSE THE DOOR AND CONTINUE WITH YOUR WORK.

Consequences of Further Infractions:
WRITTEN WARNING.

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.

CHRISTOFAR ATAK 05-06-16
Employee Signature Date
Jeff Ramaker 5/6/16
Manager/Supervisor Date

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