



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 1/9/2012
Employee Name: Cody Chitty
Job Title: Warehouse
Manager/Supervisor: Jay Janssen

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)

Friday 1/6/12, second shift supervisor Benn Grenz was attempting to locate Cody to have help in the building of orders for Tuesday shipment. Since Cody had been in the Training Room earlier, Benn decided to check upstairs although Cody had completed the tasks he was working on in this area. Benn went to the Training Room to find Cody sleeping while being punched in. Cody was immediately sent home and asked to return to work Monday 1/9.

Plan for Improvement:

We will discuss with Cody that he is a valuable part of our team, however, this type of behavior is unacceptable. Through our discussion we will ask Cody if there are things we can do to assure this is not repeated. Cody will receive a three day suspension without pay and a final written warning.

Consequences of Further Infractions:

Any other violation of company policy within the next 12 months will result in immediate 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.

Employee Signature

1-9-12
Date

Manager/Supervisor

1/9/12
Date

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

Date