



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 12/15/2014
Employee Name: Christofer Santiago
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 Friday 12/12/2014 at around 2:00 pm you scanned two pallets of finished 18390 LP#s wh797343 and wh7973560 on order # 817647 and did not load them into the trailer and the order was shipped out.

Plan for Improvement:

Scan pallets only as you load into trailer. Only warehouse personell to put seal on trailer after loading and making sure everything matches the order.

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.

Christofer Santiago 12/15/14
Employee Signature Date

Jeff Ramaker 12/15/14
Manager/Supervisor Date

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