



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 2/27/2018
 Employee Name: Danny Dos
 Job Title: Warehouse
 Manager/Supervisor: Benn Grenz/Jeremy Meyer

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 02/26/19 at 6pm Danny grabbed a pallet of 1-4430-2-6p from the racking instead of 1-4430-12 and loaded it on the Newport load and shipped it. Danny failed to do a final check in our WOW system to verify the products and quantities being shipped.

Plan for Improvement:

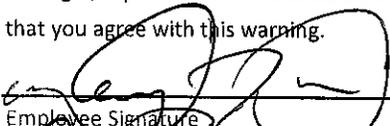
Before loading and shipping Newport, a final check will be completed using the WOW system to verify the products and quantities shipping. In the event of an absence of a second person to verify, it will be emailed to a supervisor or manager to be verified before shipping.

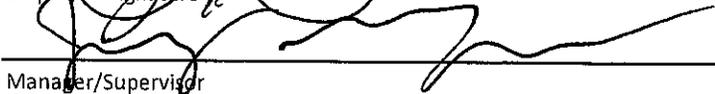
Consequences of Further Infractions:

Further infractions will result in more severe warnings and up to assignment end.

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 _____ Date 2-27-19


 Manager/Supervisor _____ Date 2-27-19

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