

W



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 1/16/2018  
 Employee Name: Darian Jones  
 Job Title: Warehouse  
 Manager/Supervisor: Benn Grenz/Ryan Grzanek/Tyler Whitlock

### 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 10/26/17 the 1st shift distribution center warehouse employees signed a training record to ensure they were doing a product check at the beginning of the shift, between any truck or product change and at the end of the shift. On 01/16/18 no product check was completed until an error was noticed during shift overlap.

Plan for Improvement:

Product checks need to be completed before, during truck change overs, product changeovers and at the end of the shift.

Consequences of Further Infractions:

Consequences of Further Infractions will include further warnings, further documented trainings and up to demotion.

### 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

1-16-18

Date

Manager/Supervisor

1/16/18

Date

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

Date