



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 4/11/2023  
 Employee Name: Darrius Louwell  
 Job Title: Warehouse Lead  
 Manager/Supervisor: 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 04/05/23, an order was completed using 1-4550-6 instead of the 1-4562-6 that was ordered. Darrius was off on 1-4550-6 and should have investigated the situation and let his supervisor know so the correct adjustments could be made and the proper people notified. This caused hours of downtime to try and correct the issue due to lack of communication.

Plan for Improvement:  
 Darrius will need to get approval from his supervisor before making any adjustments. Darrius will notify his supervisor whenever a product check is off.

Consequences of Further Infractions:  
 Consequences of further infractions include increase severity of warnings 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.

*Darrius Louwell*  
 Employee Signature \_\_\_\_\_ Date 4-12-23  
 \_\_\_\_\_  
 Manager/Supervisor \_\_\_\_\_ Date 4-12-23  
 \_\_\_\_\_  
 Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_