



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 3/12/2018  
Employee Name: Darian Jones  
Job Title: Warehouse  
Manager/Supervisor: Benn Grenz

### 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 03/01/18 Darian was pulled to the side from the other employees and reminded he needs to ensure he uses appropriate language. This morning 03/12/18 Darian walked into the office with the lead who was on speaker phone with a customer operations person and said "I'm about to bust a nut". The lead ended the phone call shortly after.

Plan for Improvement:

Darian will watch his language to ensure no in appropriate language is used to ensure everyone else around him remains profession to keep a positive workplace.

Consequences of Further Infractions:

consequences of further infractions will include further warnings, demotion 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  
  
Manager/Supervisor

03/12/18  
Date  
3/12/18  
Date

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

Date