



Reichel Foods, Inc.

Employee Warning Notice

dmw

Employee Information

Date: 9/28/2020
Employee Name: Scott Weatherly
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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)
Around 8am Saturday morning, Scott was seen on camera pushing garbage out the overhead doorway in the apple dock. Scott has been trained to not let any garbage go out these doors as is the same for the other warehouse doors. All garbage is to be swept or picked up and thrown away in the compactor or trash cans.

Plan for Improvement:
Scott will follow the cleaning process and remove all garbage and waste before cleaning and make sure that no garbage goes outside the dock doors. Scott will also make sure that all dock areas are checked daily as is part of his daily cleaning tasks.

Consequences of Further Infractions:
If further infractions occur, Scott will receive progressive disciplinary action which may include up to termination of his position depending on the infraction.

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: *Scott Weatherly* Date: *9-28-20*

Manager/Supervisor: *[Signature]* Date: *9/28/20*

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