



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 9/9/2013
Employee Name: Joe Raygor
Job Title: Warehouse
Manager/Supervisor: Benn/Gary

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)

Wrong product was shipped out after failing to go through warehouse checks to prevent shipping errors. Scanner verification. Builder verification. Wrapper verification. Picking verification.

Plan for Improvement:

To retrain and explain the importance of multiple checks for product identity and quantities for each pallet shipping out and to apply these checks 100% of the time.

Consequences of Further Infractions:

For further infractions there will be 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

Joe Raygor

Date

9-10-13

Manager/Supervisor

[Signature]

Date

9/10/13

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

Date



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 9/9/2013
Employee Name: Devale Taylor
Job Title: Warehouse
Manager/Supervisor: Benn/Gary

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)
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Devale Taylor
Employee Signature

9-10-13

Date

Benn/Gary
Manager/Supervisor

9/10/13
Date

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