

03/13/18



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