



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 5/3/2012
Employee Name: Deontre Lofton
Job Title: Warehouse
Manager/Supervisor: Jay Janson

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 4/26/12, Mike Guarjardo had written on Jeremy Meyer's car "Cowboy butts drive me nuts". He was then asked by Derek Tullok what he had written and he told him. At that time Derek wrote a sign "I Love Men" and put it on Mike's back without his knowledge. There was some joking around after this happened and one of Mike's fellow employees Deontre Lofton called him a name using profanity ("Fucking Faggot"). Mike was still unaware of the sign on his back and was very upset by this statement. He then came to the office as Deontre was speaking with Benn Grenz the shift supervisor. Benn made Mike aware at that time of the sign on his back and Mike stated "What if I show this to Hugh" (CMG HR Manager). Benn informed Mike at that time it was his decision to show this to Hugh but that he wanted to discuss with the other associates involved. Mike decided he wanted to leave for the night. Benn then sent E-Mail to the appropriate individuals detailing what had transpired. Statements were given by all of the associates working at that time.

Plan for Improvement:

We departmentally are planning a meeting with all associates to review company policy as it relates to horseplay and profanity used in our work environment. We will reiterate that such behaviors have consequences that could ultimately be severe. We will address how we strive to provide a working situation that is safe as well as putting our people in a position to be successful.

Consequences of Further Infractions:

Seeing this is a last warning related to behavior, further actions of this type will result in immediate termination.

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

5-3-12
Date

Manager/Supervisor

5/3/12
Date

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

5/3/12
Date