



Reichel Foods, Inc. Employee Warning Notice

SCANNED

Employee Information

Date: 1/30/2013
Employee Name: DeVale Taylor
Job Title: Warehouse
Manager/Supervisor: Jay Janssen / Gary Lonergan

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 Wednesday 1/30 at approximately 10:30AM, DeVale Taylor left the building without informing anyone and without punching out which is a requirement when leaving the facility. He did return a short time later and Gary Lonergan, Benn Grenz and myself had a conversation with him in reference to this situation. He informed us that he thought he did punch out but a check of the system told us that he punched in and out after his return. He was not truthful in his response to the three of us with respect to this situation. He has been talked to prior to this about using his card to punch in and out, and he will receive this last chance warning.

Plan for Improvement:
Benn Grenz and Jay Janssen sat down with DeVale prior to his departure on Wednesday and informed him not only of our findings, but that his lack of truth in this situation is unacceptable and is predicated this Last Chance Warning.

Consequences of Further Infractions:
Any further violations will result in 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.

DeVale Taylor
Employee Signature 1-30-13
Date

Jay Janssen
Manager/Supervisor 1/30/13
Date

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