



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 5-16-17
Employee Name: DONATIE MWANZE
Job Title: PALLETIZER
Manager/Supervisor: RICK NELSON

Type of Warning

Verbal Warning [checked]
Written Warning []
Final Warning []

Type of Offense

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies []
Substandard Work []
Violation of Safety Rules [checked]
Rudeness to Customers/Coworkers []
Other []

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

DONATIE LEANED A PALLET ON EDGE. THE PALLET FELL OVER INJURING A WORKER

Plan for Improvement:

LAY PALLETS FLAT! NEVER LEAN AGAINST A WALL

Consequences of Further Infractions:

WRITTEN WARNING

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: Rick Nelson, Date: 5-16-17
Manager/Supervisor: Rick Nelson, Date: 5-16-17
Witness Signature (if employee understands warning but refuses to sign): [blank], Date: [blank]