



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/1/2022
Employee Name: Dylan Graff
Job Title: Warehouse
Manager/Supervisor: Jeremy Meyer

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 10/28/22, Dylan loaded the Atlanta/Forest Park orders and signed that all pallets were loaded and met or exceeded customer standards. Dylan did not verify and ship pallet 2 of 11 on order JT#127357, PO#24730.

Plan for Improvement:

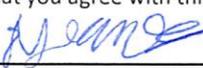
Dylan will verify the correct pallets are shipped while loading trailers.

Consequences of Further Infractions:

Consequences of Further Infractions include increased severity of warnings 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.

 _____ Date 11/02/22

 _____ Date 11-1-22

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