



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 1/16/2018
 Employee Name: Fredy Meja
 Job Title: Warehouse
 Manager/Supervisor: Benn Grenz/Ryan Grzanek/Tyler Whitlock

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 10/26/17 the 1st shift distribution center warehosue employees signed a training record to ensure they were dong a product check at the beginning of the shift, between any truck or product change and at the end of the shift. On 01/16/18 no product check was completed until an error was noticed during shift overlap.

Plan for Improvement:

Product checks need to be completed before, during truck change overs, product changeovers and at the end of the shift.

Consequences of Further Infractions:

Consequences of Further Infractions will include further warnings, further documented trainings and up to demotion.

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.

Fredy Meja
 Employee Signature
Benn Grenz
 Manager/Supervisor

01/16/18
 Date
 1/16/18
 Date

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