



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/16/2019
Employee Name: Fredy Mejia
Job Title: Warehouse
Manager/Supervisor: Benn Grenz

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 07/15/19 Fredy received in Carrots and Grapes on the same load and did not document the seal on the truck but the one on the paperwork. The QA supervisor noticed there were two seals listed and when Fredy was asked did not know where the original was to verify.

Plan for Improvement:

All trucks seal numbers need to be broke by Reichel employees, documented and if there are any errors a Supervisor or Quality Assurance person will be notified immediately.

Consequences of Further Infractions:

Consequences of Further Infractions will include further warnings up to responsibility transfer or 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.

Employee Signature

Manager/Supervisor

7-16-19
Date
7/16/19
Date

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

Date