



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 10/29/2015
Employee Name: Francisco Zepeda
Job Title: Warehouse
Manager/Supervisor: Chamrong Ouk

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 10/29/15 at 12:40am Francisco was backing up the stand up forklift and forgot to put the forks down then the overhead guard of the forklift hit the fire alarm light .

Plan for Improvement:

Need to follow the forklift procedure, make sure forks are down all the way when driving forward or backward.

Consequences of Further Infractions:

If the same thing happen again in the future he will face with written warning or suspension.

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.

Francisco R Zepeda
Employee Signature

10-29-15
Date

[Signature]
Manager/Supervisor

10-29-15
Date

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

Date