



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 3/24/2015  
Employee Name: Gabriel Torres  
Job Title: DC Warehouse  
Manager/Supervisor: Gary Lonergan/Ryan Grzanek/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

The DC warehouse has went out of FIFO several times in the course of the last month.

#### Plan for Improvement:

The plans for improvement will be that the warehouse needs to verify their code dates each on a regular basis and verify with their Supervisor each time there is a code date change for finished product.

#### Consequences of Further Infractions:

Consequences of further infractions include further warnings, suspension and 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.

Employee Signature  
  
Manager/Supervisor

3/26/15  
Date  
3/26/15  
Date

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

Date