



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 6/26/2015  
Employee Name: Gabriel Torres  
Job Title: DC Warehouse  
Manager/Supervisor: Benn Grenz & Ryan Grzanek

### 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 06/25/15 Gabriel found that there was a stuck pallet in the middle rack and to remove it he climbed on top of a pallet ranch to help push the pallet down the rollers. Gabe knows that he is not supposed to climb on top of pallets and just wanted to do it faster.

Plan for Improvement:

Gabe knows he needs to let his Supervisors/Manager know so they can get the proper tools to get the pallet safely.

Consequences of Further Infractions:

Consequences of Further Infractions include further warnings 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

6/26/15  
Date  
6/26/15  
Date

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

Date