



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 5/3/2013
Employee Name: Gabriel Torres
Job Title: Plant 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)

Gabe was loading and unloading pallets from the truck when Marwan asked him to move a pallet so he would be able to put a barrel of ranch on the other pallet of ranch. Gabe kept working on his other projects and did not help Marwan. Marwan after asking Gabe again and Gabe said he was busy and asked Marwan if he was handicap. Marwan then dropped a pallet down on the floor and put the barrel on it. Gabe did not act professional and respectful toward Marwan and need to be respectful and courteous to all employees.

Plan for Improvement:

If Gabe is busy and does not have time to help someone he will be polite and make sure others understand that he is busy and will assist them as soon as he gets his other tasks handled.

Consequences of Further Infractions:

Further consequences could result in 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

Date

Manager/Supervisor

Date

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

Date

Okmy