



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/10/2013
 Employee Name: Grant Canfield
 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)
 Grant was talked to at the beginning of the shift for some concerns he had about what his co-workers were doing. Jeremy and I sat down and discussed and also showed him what they were doing so he understood that they were keeping busy with doing other tasks that they had been assigned. He said he had a lot on his mind and was worrying more about other people instead of worrying about himself. We made sure he was ok and he said that he was so we then let him get back to work. Moments later a warehouse person came in and let us know that he was yelling and that he was carrying an attitude with him. Another moment later we heard that he was bossing another worker around. We then brought him back in and seen what the issue was and he said that he went back out and wanted to work fast and got frustrated when he dropped some boxes and had a crooked slip sheet. He then saw that the workers were working slower than usual so he stopped talking and started working off by himself.

Plan for Improvement:
 Grant will make sure that he maintains a comfortable work environment for both himself and his coworkers around him by letting them know politely that he is under stress and is feeling frustrated. He then will go to his Supervisor to let them know what is going on so they can make sure things will not escalate.

Consequences of Further Infractions:
 Further consequences can result in further disciplinary actions 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.

	7-10-13
Employee Signature	Date
	7/10/13
Manager/Supervisor	Date
	7-10-13
Witness Signature (if employee understands warning but refuses to sign)	Date