



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 7/21/2014
Employee Name: Grant Canfield
Job Title: DC Warehouse
Manager/Supervisor: Benn/Jeremy

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 carrying above the allotted weight one person should carry (4-50lb bags of water softener salt). This is stated in the DC warehouse job description that every employee signs when starting employment. It states employees will be lifting up to 50lbs. Proper lifting techniques was also explained to Grant and he was retrained on this procedure before the incident. This was signed by Grant showing he understood.

Plan for Improvement:

Grant will need to follow the guidelines provided by the DC warehouse job description and being trained twice on proper lifting techniques along with getting assistance anytime it is needed to assist with a load.

Consequences of Further Infractions:

Consequences of Further Infractions will be 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

7-22-14

Manager/Supervisor

Date

7/22/14

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

Date