



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 3/19/2013  
Employee Name: Grant Canfield  
Job Title: Distribution Center 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 receiving carrots and celery and was receiving them into the handheld without physically verifying what was on the trailer. Another coworker informed him that he needed to check to see how many pallets were physically on the trailer and then Grant asked the driver how many pallets were on the trailer. The driver told him 31 and he was then going to receive 31 when his Supervisor told him again he needed to verify them before receiving. Grant then was upset and used profanity to argue his view of the situation. He then went out to go count the carrots and celery. Grant did not show very much respect towards his co-workers and later apologized for his actions.

Plan for Improvement:  
When Grant is frustrated or does not come up with an agreement on what the correct way to do something rather the arguing he will talk it out with his Supervisors, Manager or Coworkers in a professional manor without using improper language.

Consequences of Further Infractions:  
Further consequences to any repeat offenses can result in further warnings and up to an 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

3-19-13  
Date/  
3/19/13  
Date

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