



dfms
9-11-14

Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 9/10/2014
Employee Name: Isaac Ontweka
Job Title: Warehouse lead
Manager/Supervisor: Jeff Ramaker

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 9/2/14 at 6:00 am Isaac attempted to hook up a McFarland trailer to the spotter truck. The trailer was up to high and the pin cleared the latch causing Isaac to back the truck into the trailer causing damage to the spotter truck and the trailer.

Plan for Improvement:

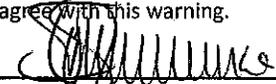
Use a spotter to check height of trailer pin

Consequences of Further Infractions:

Written warning or termination

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

09/10/2014
Date


Manager/Supervisor

9/10/14
Date

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

Date