



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 11/6/2017
 Employee Name: Jeremy Baker
 Job Title: Warehouse
 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)

approximately 6:50 am 11/6/17 Jeremy pulled a trailer from Dock door 14 without the assistance of a spotter and hit another trailer causing damage to the front of the trailer and the dolly support assembly. Aaron Vandenberg, Anthony Ong'eni

Plan for Improvement:

always use a spotter when moving trailers

Consequences of Further Infractions:

Jeremy has been removed from Moving trailers.

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.

Jeremy Baker

11-6-17

Employee Signature

Date

Jeffrey A. Ramaker

11/6/17

Manager/Supervisor

Date

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

Date