



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 4/25/2023
Employee Name: Jeremy Green
Job Title: Warehouse
Manager/Supervisor: Jeremy Meyer

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 04/24/23, 3 of the 4 Jewel pallets were not shipped on chep pallets. Jeremy did not verify if the correct pallets were being used while he was loading them onto the trailer. Each job ticket is listed if chep pallets are to be used, each forklift has a list and there is a list on the board in the office.

Plan for Improvement:

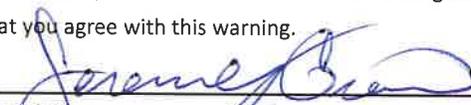
Jeremy will be retrained on locations that need chep pallets. Jeremy will make sure he is verifying the correct pallets are being used when he builds, wraps, loads and takes pictures of all pallets shipping.

Consequences of Further Infractions:

Consequences of further infractions include increased severity in warnings 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.

Employee Signature  Date 4-25-23

Manager/Supervisor  Date 4-25-23

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