

Tristate Warehouse First 90 Days Standards and Expectations

Joshua Jackson has not met our expectations and standards during the first 90 days in the warehouse training process leading up to today (07/24/24). Joshua is averaging 1 pallet built per hour when building and our expectations and standards are for employees to be able to complete a minimum of 2 per hour to move to the next training steps. The 2 pallets per hour is an expectation and standard that should be met after employees first 3 weeks of work and at a maximum of 5 weeks from their start day. This standard and expectation increases to 3 pallets minimum per hour by their first 90 days of warehousing work.

Warehouses expectations and standards also include being able to build these amounts of pallets with less than 1 built wrong per day. Joshua is currently averaging 3 pallets built wrong per day.

Due to the warehouse expectations and standards not being met by Joshua Jackson, we are beginning an expectations and standards progress report to ensure Joshua is meeting or exceeding all the warehouse's expectations and standards. If these expectations and standards are not met, Joshua will be transferred to another position with a pay decrease or assignment end.

Here is a list of expectations and standards that we need to see Joshua achieve by 08/05/24 and maintain, otherwise Joshua will be transferred to another position with a pay reduction or assignment end.

- 1) Joshua will build a minimum of 3 pallets per hour when he is assigned to build orders. Joshua will average less than 1 building mistake per day.
- 2) If these expectations and standards are met and maintained by 08/05/24, Joshua will continue to receive more lists and deadlines of beginner training expectations and standards to meet within a 2-week period or Joshua will be transferred to another position with a possible pay decrease. Here is the list of beginner expectations and standards.

- 1) Checking customer specifications and staging or shelving orders without error. Joshua needs to be able to complete these tasks at a rate of 1 pallet every 2 minutes.
- 2) Take clear pictures of the orders before we ship them. The pictures need to include a clear picture of the cross docks and if the pallet uses visible slipsheets, an additional clear picture is required of the side of the pallet with the cross dock.
- 3) Being able to complete the shipping inspection form correctly while loading and shipping orders.
- 4) Being able to load orders correctly while meeting customer requirements and doing so safely.

5) Being able to scan products to orders and complete products checks. This includes being able to check and maintain FEFO (first expiration first out).

Employee Signature: Jessica Johnson Date: 07/24/24
Supervisor Signature: [Signature] Date: 7-24-24