



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/21/2015
Employee Name: Jarrod Wronske
Job Title: Warehouse
Manager/Supervisor: Chamrong Ouk

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 07/20/15 at 3:15pm Jarrod drove forklift to park for charging, when he turn to parking spot the fork hit the yellow post and make it dent, and did not report the accident to supervisor.

Plan for Improvement:

Look around and drive slowly when take a turn, and need to report every accident to supervisor

Consequences of Further Infractions:

If the same thing happen again in the future he will face with written warning or suspencion.

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.

Jarrod Wronske
Employee Signature

7-21-2015
Date

[Signature]
Manager/Supervisor

7-21-15
Date

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

Date