



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 9/8/2016
Employee Name: Jerrod Saunders
Job Title: Production
Manager/Supervisor: Bunthy D

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)
09.07.16, Jerrod, he threw his boot out of the car on Commercial Dr. just south of the creek after he left work yesterday. He will be written up for improper disposal of PPE

Plan for Improvement:
He will make sure to throw his boots away first before leaving

Consequences of Further Infractions:
End of assignment

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: *Jerrod Saunders* Date: *9/8/16*
Manager/Supervisor: *[Signature]* Date: *09/08/16*

Witness Signature (if employee understands warning but refuses to sign) Date: *[Signature]*