



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 11/6/2013
Employee Name: Jesse Torres
Job Title: Warehouse
Manager/Supervisor: Benn Grenz/ 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 11/05/13 Jesse did not follow the FIFO/USB policy we have in place. Old product that did not work with the USB on the job ticket was used. We had a meeting at the end of our shift to discuss this issue and explain that everyone has been properly trained multiple times on the FIFO/USB policy. Jesse began to argue, yell, and blame other employees for the mistake. While trying to explain that he had been properly trained on all of his job duties, Jesse became increasingly argumentative. After reiterating that Jesse had been trained he continued to say he had not. Jesse completed the Warehouse Employee Training Checklist (WH0014FO).

Plan for Improvement:
Retrain Jesse on his job duties and have him resign his training documents along with going over the job description power point.

Consequences of Further Infractions:
More severe warning and possible job 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.

Jesse Torres 11-6-13
Employee Signature Date
Benn Grenz 11/6/13
Manager/Supervisor Date

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