



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/10/2012
Employee Name: Joe Anderson
Job Title: Warehouse
Manager/Supervisor: Jeff Ramaker

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)
Joe was asked to do a specific task and did not do it. When asked again to do this task responded that it was not needed to be done that way and that it did not make sense. When asked yet again to do it he replied that it does not make sense while walking away.

Plan for Improvement:

If you have an idea, let your lead know. If he/she still wants you to do a job a certain way, you can take it to a supervisor when the time is right. But if they are not asking you to do something unsafe, we need to get the job done and examine your idea when time permits.

Consequences of Further Infractions:

suspensions or termination could result

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: *Joe Anderson* Date: 05-10-12
Manager/Supervisor: *Jeff Ramaker* Date: 5/10/12

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