



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/30/12
Employee Name: Joe Anderson
Job Title: Warehouse
Manager/Supervisor: Jamie Sorenson

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)

Employee was seen drive a forklift onto the Ford straight truck. Policy is no forklifts on this particular truck. Employee has been talked to before about this and there are signs posted.

Plan for Improvement:

Only a pallet jack will be used to load and unload the Ford straight truck

Consequences of Further Infractions:

Employee may face disciplinary actions.

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

05-30-12

Date
5/30/12

Manager/Supervisor

Date

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

Date