



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

### Employee Information

Date: 8/15/2012  
Employee Name: Joe Raygor  
Job Title: Warehouse  
Manager/Supervisor: Gary Lonergan

### 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 8/3/12 at about 11:00AM, Joe was working with Mai Kongkeo preparing and loading LTL shipments. We were short 70 cases of 1-4102-2-6P which needed to be produced. These 70 cases were to be added to the existing 70 cases of this product. Although these were scanned to the LP and picked as a completed order, it was later discovered that the existing 70 cases were never physically moved to the pallet that shipped. These were then sent out on another truck, however, should have been included on the original pallet. After a thorough investigation, we were able to come to this conclusion

Plan for Improvement:

We have explained to Joe that we can no longer tolerate mistakes of this nature. We all need to be on top of our game to be assured that all operations are performed correctly. As we move forward we need to be on the "A" game at all times to assure Reichel Foods does all of the right things. We have instructed to double and triple check all work to assure we are spot on at all times.

Consequences of Further Infractions:

Further warnings up to possible termination.

### 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 Raygor Date: 8-16-12  
Manager/Supervisor: Gary Lonergan Date: 8-16-12  
Witness Signature (if employee understands warning but refuses to sign): Gary Lonergan Date: 8/16/12