



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 6/16/2015
Employee Name: Joey Peterson
Job Title: Plant 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 06/15/15 Jeremy the Warehouse Supervisor went over to the plant to check and see how everything was going in the warehouse. When he got there Joey who was assigned to Zone 1 was not there. Jeremy then went to look for him and eventually found him in the back of Zone 2 talking to one of the other warehouse employees. Jeremy told him that he was supposed to be in Zone 1. Joey started walking past Jeremy saying "It's fucking cold up there and boring". Jeremy caught up to Joey by the entrance to the warehouse in Zone 1 and explained that a negative attitude is not acceptable at work. Jeremy went over with Joey the importance of the Zone assignments and that they are required to stay in assigned areas to benefit the warehouse employees. Throughout the night Joey had damaged several pallets on the truck and also damaged the rail on truck 302.

Plan for Improvement:

Joey will ensure that he is always staying in his assigned zone, dresses appropriately for his assigned zone and has a positive attitude. Joey will also need to work on his forklift skill to eliminate and prevent any damaged equipment or product. Friday 06/19 production is not running and Joey will be scheduled at the DC to load and unload trucks to get more practice on the forklift. Joey will be given 5 days to improve on his forklift skills.

Consequences of Further Infractions:

consequences of Further Infractions include transfer to another position or up to 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.

Employee Signature

Manager/Supervisor

6/16/2015
Date
6/16/2015
Date

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

Date