



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 1/16/2012
Employee Name: Jordan Villars
Job Title: Warehouse
Manager/Supervisor: Jay Janssen

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)

While asking some of his coworkers to move the Reichel straight truck, Jordan acted rudely and used profanity while making this request.

Plan for Improvement:

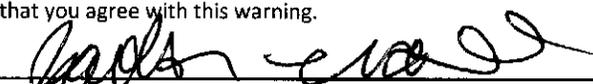
Spoke with Jordan and informed him that we cannot talk to our fellow employees in this matter and behavior such as this will not be tolerated.

Consequences of Further Infractions:

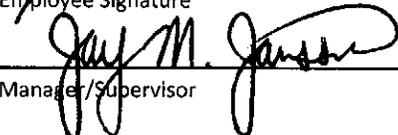
Repeating this behavior will result in immediate termination.

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

Jan 16
Date


Manager/Supervisor

1-16-12
Date

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

Date