



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/12/2014
Employee Name: Juan Rodriguez
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)
On 11/12/14 Juan was attempting to maneuver around a corner in the warehouse. He did not move a pallet of product that was in his way and attempted to push it out of his way making for an unsafe condition for any co-workers that could have been in the area. Upon catching the pallet he pushed with the pallet he was moving he damaged product on pushed pallet. Instead of cleaning up the damage he made it worse by pushing out of his way and running over it.

Plan for Improvement:
Take the extra time to work safely. Do not compound any issues by making them worse.

Consequences of Further Infractions:
Written warning or 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.

Juan Rodriguez. 11-12-14
Employee Signature Date
Jeff Ramaker 11/12/14
Manager/Supervisor Date

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