



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/12/2014
Employee Name: Juan Rodriguez
Job Title: Warehouse co-packing
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 12/11/14 at around 2:00pm Juan was attempting to haul pallets of 18390 FG's from Cooler to production to be loaded on truck. After dropping 2 pallets on the floor in production Juan headed back to the cooler to retrieve 2 more. While backing towards the cooler he mistakenly pulled the joystick towards him unknowingly raising the forks on the forklift causing them to hit the overhead of the door that separates the cooler from production thus causing substantial damage to the wall and door. This was witnessed by Cristofer Santiago

Plan for Improvement:

Always famillize yourself with the controls if operating an unfamiliar lift.

Consequences of Further Infractions:

final warning, suspension, 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.

Employee Signature

Date

Manager/Supervisor

Date

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

Date

Jeff Ramaker

12/12/14

Juan Rodriguez

12-12-14