



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/29/2025
 Employee Name: Keith Koteto
 Job Title: North Plant WH/Spotter Driver
 Manager/Supervisor: Phuy Vorng Chi

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)

05/22/25 @ 1:55pm employee was moving trailer but didn't use spotter then smashed to Lawrence trailer without notice. This incident cost Reichel significant money to repair.

Plan for Improvement:

Make sure to use spotter at all the time without exception.

Consequences of Further Infractions:

Final warning will be given or termination as needed.

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.

Keith Koteto
 Employee Signature
Phuy Vorng Chi

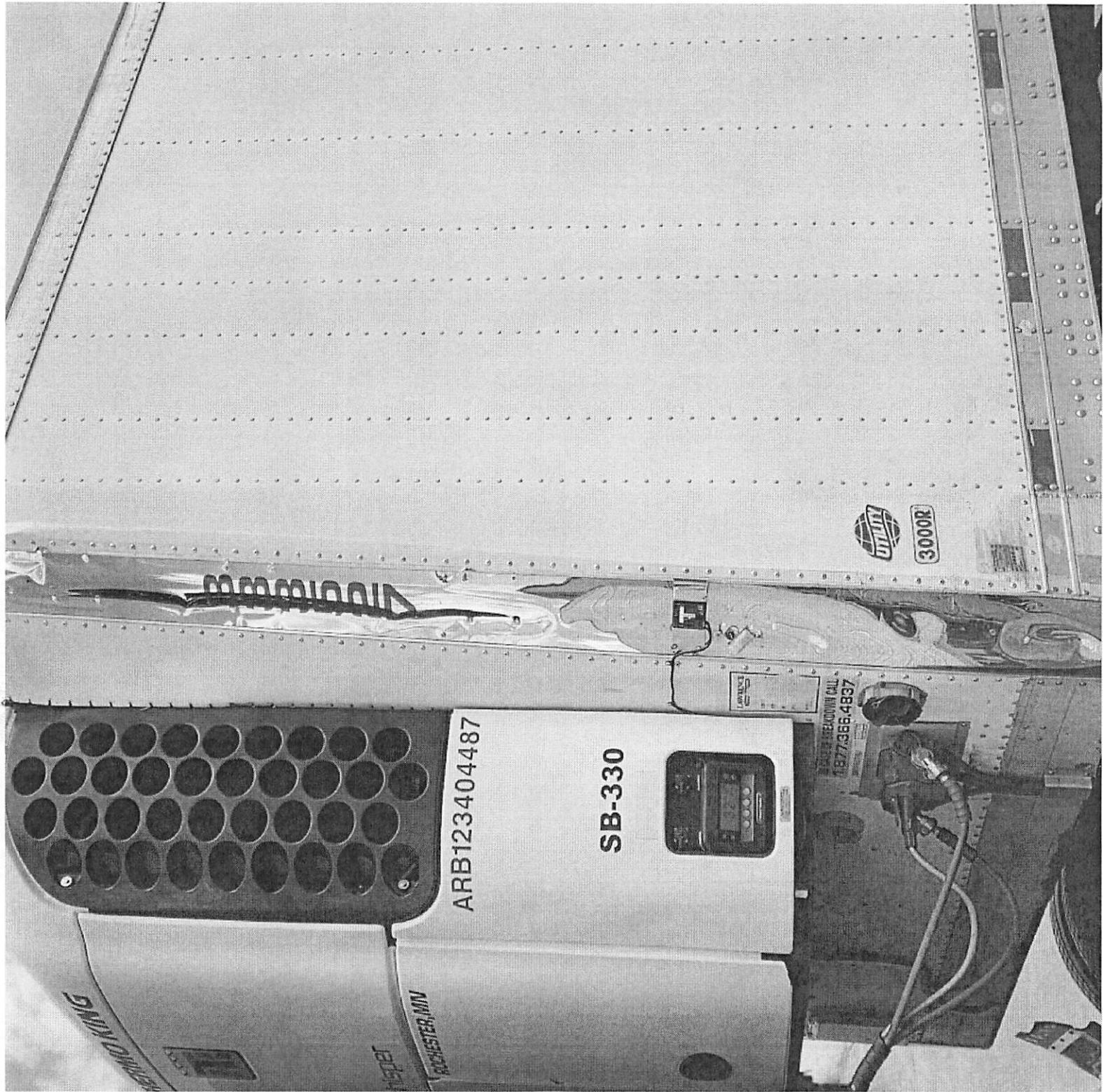
5/29/2025
 Date
05/29/2025

Manager/Supervisor

Date

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

Date



ROCHESTER

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SAFETY RELOADING CALL
1-877-366-4837

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