



Reichel Foods, Inc.
Employee Warning Notice

Date:
Employee Name: Kevin Sia
Job Title: Bakery
Manager/Supervisor: Bentley

- Verbal Warning [checked]
Written Warning
Final Warning

- Tardiness/Leaving Early
Absenteeism
Violation of Company Policies
Substandard Work
Violation of Safety Rules [checked]
Rudeness to Customers/Coworkers
Other

Description of Incident (Describe incident and list the date, time, and any witnesses present)
Kevin dropped a pallet of wooden pallet in the warehouse.

Plan for Improvement:
Set pallet gently

Consequences of Further Infractions:
Written 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.

Kevin Sia 08/09/12
Employee Signature Date

[Signature] 8/8/12
Manager/Supervisor Date

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