



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/28/2015
Employee Name: Kimath Kong
Job Title: Hormel 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 Friday 5/15/15 at around 10:15 pm Kimath pulled a trailer from dock door one. The Dock lock light was not on telling him he could pull the trailer out and he failed to go back and check the dock lock to insure it was unlocked. Also a spotter was not used during this procedure.

Plan for Improvement:
If for some reason no lights are on signaling it is safe to pull the trailer out you must perform a visual check to insure the dock lock is indeed unlocked. A spotter is required when using the spotter truck for any reason.

Consequences of Further Infractions:
written or last warning or possible 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 5-28-15
Manager/Supervisor *Jeff Ramaker* _____ Date 5/28/15

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