



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 06/20/19  
Employee Name: Larry Bartel  
Job Title: DC Warehouse Worker  
Manager/Supervisor: Benn Grenz/Ryan Grzanek

### 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 06/19/19 Larry did not wear the proper PPE when going into the production area during an SQF audit. Larry went into the apple dock to change the dock light without first putting on a hairnet, beardnet or plastic boot covers.

Plan for Improvement:

Larry will be retrained on all Reichel Foods PPE standards.

*Retrained 6/20/19 LG*

Consequences of Further Infractions:

A final warning will be issued if similar infractions occur.

### 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.

*Larry Bartel*

Employee Signature

*6-20-19*

Date

*[Signature]*

Manager/Supervisor

*6/20/19*

Date

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

Date