



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 11/9/2018
 Employee Name: Lamont Davenport
 Job Title: Warehouse
 Manager/Supervisor: Jeremy Meyer

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)
 During the process of verifying quantity on a kitted pallet of 1-6100-20 (WH1700498), Lamont didn't physically count the pallet and compare it to the lp quantity. This pallet was kitted at 180 cases, physically had only 170 cases and Lamont wrote down 160 case during the check.

Plan for Improvement:
 When filled out our finished product quantity verification sheet, Lamont will physically count the finished product and compare it to the kitted quantity amount. He will then mark any discrepancies and turn it into his supervisor.

Consequences of Further Infractions:
 Consequences for further infractions include further warnings up to assignment end.

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: 11-9-18

Manager/Supervisor: Date: 11-9-18

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