



Reichel Foods, Inc.

Employee Warning Notice

W

Employee Information

Date: 2/25/2020
Employee Name: Luke Singkeo
Job Title: Plant Warehouse
Manager/Supervisor: Benn Grenz/Ryan Grzanek/Tyler Whitlock

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 02/25/20 the driver/spotter were notified the plant did not have yogurt dip to start the multivac line. Warehouse did not notify anyone of this until 5:50am leaving no time to get it for startup. The same timeline was given on the last incident where the plant was missing an item for startup on 01/27/20.

Plan for Improvement:

The first person in the warehouse is responsible to check the previous plan Vs. WOW to verify if any items are not at the plant so it can be relayed to the lead/spotter or driver to react and get them from the proper locations.

Consequences of Further Infractions:

Consequences of Further Infractions include further corrective ations.

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

Manager/Supervisor

2/25/20
Date
2/25/20
Date

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