



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 4/18/2013  
Employee Name: Marcus Knoll  
Job Title: Production-Sanitation  
Manager/Supervisor: Kyle Peterson/Isabel Martinez

### 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)  
Marcus was seen by Isabel hitting cardboard boxes in the hallway and generally goofing off.

#### Plan for Improvement:

Marcus was given a verbal warning about these type of actions on 4/5/13. Marcus needs to complete all of his work and leave entertaining himself to his break times.

#### Consequences of Further Infractions:

Further infractions of this rule will result in 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.

*Marcus Knoll*

Employee Signature

April 18, 2013

Date

*[Signature]*

Manager/Supervisor

*[Signature]*

Date

4/18/13

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

Date

*OKMS I Think Marcus Should be on his final warning → he was just written up for a similar incident 2 weeks ago*