



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 8/21/2013
Employee Name: Marcus Knoll
Job Title: Scanner
Manager/Supervisor: Kyle Peterson

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, Aek and Chad did not follow company policy on First In First Out.

Plan for Improvement:

All company policies regarding scanning product to the production rooms needs to be followed.

Consequences of Further Infractions:

Progressive disciplinary actions will result from further infractions.

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

8-21-13

Date

[Signature]

Manager/Supervisor

8/21/13

Date

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

Date