



Reichel Foods, Inc. - North or South

Reichel Foods, Inc. Employee Warning Notice

Employee Information	
Date:	5/3/2024
Employee Name:	Matt Krause
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)	
On 05/02/24 at 10am- 11:30am, Matt was assigned to inspect and tag finish orders into the racking area and missed properly inspecting 5 pallets that required being on chep pallets, per customer standards. These mistakes have the potential to cost the company \$2250 in losses.	
Plan for Improvement:	
Matt will make sure he is using the laminated customer standards sheets when he is inspecting and transferring pallets to the staging and rack staging area, at all times, and to correct any deficiencies before they are put into staging.	
Consequences of Further Infractions:	
Consequences of Further Infractions include increase severity of employees 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	_____
Manager/Supervisor	_____
Date	5/3/24
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