



# Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 2/19/2016  
 Employee Name: Mike Trevino  
 Job Title: Warehouse (Hormel)  
 Manager/Supervisor: Jeff Ramaker/Chamroung Ouk

### 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)  
 Mike at approximately 8:00 pm 2/18/16 did not secure scanner into holder on forklift causing scanner to fall on the floor and running over it destroying scanner.

Plan for Improvement:  
 Always make sure scanner is secure and in its holder

Consequences of Further Infractions:  
 Final Warning, Suspension, or 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.

Michael Trevino 02-23-2016  
 Employee Signature Date

[Signature] 02.23.16  
 Manager/Supervisor Date

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