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Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 7/14/2020
 Employee Name: Ousman Bamba
 Job Title: Warehouse (Tri-State)
 Manager/Supervisor: Benn Grenz/Ryan Grzanek

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 Friday 07/10/20 Ousman was loading an LTL load and only loaded 29 of the 30 pallets. The driver left before he noticed one of the pallets didn't get loaded causing the driver to have to come back, this resulted in the company incurring unnecessary charges.

Plan for Improvement:

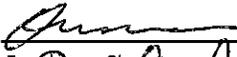
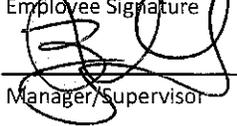
Moving forward Ousman will double check that everything that needs to ship out on any specific load is accounted for before releasing the driver.

Consequences of Further Infractions:

The next step in the corrective action process will be taken.

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

07.14.2020

Date

7/14/20

Date

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

Date