



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/23/2015
Employee Name: Orlando Martinez
Job Title: Warehouse
Manager/Supervisor: Benn Grenz

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)

It was brought to attention yesterday afternoon that Orlando has been working in the warehouse for the last several days which I was unaware of. I talked to the other warehouse team members and it did not sound like he was being very much and was just sitting in back by the tray dock (outside of the apple dock) and there were other employees working in the tray/apple dock. This morning the Orics 6 line started up late due to no caramel this morning and I saw that Orlando had scanned it in late. I went over to talk to Orlando this morning after the startup meeting to see what was going on and ask him why he had not told me where he was and I found him back in the corner by the MV1 entrance leaning on pallets playing on his cell phone. As soon as he saw me he immediately stood up and looked in the room and I asked him what he was doing. He stated he was waiting to see what they need in the room. I looked in the door and saw that there were two full totes of trays and said they won't need trays for over an hour. He said that he was just back there covering for Thomas. I also then spoke with the Warehouse Supervisors and they were not aware that he was working in the warehouse. I followed up with Bunthy and he said that he has not needed him and will not need him the rest of the week and also probably not the following as well. I spoke with the drivers and they have not received any phone calls or text messages in the last two weeks.

Plan for Improvement:

Orlando will check in with his Warehouse Supervisor daily (Gary Longergan) when he arrives and will be working in rotation at the DC and also a back up warehouse worker at the plant.

Consequences of Further Infractions:

Consequences of Further Infractions will include 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

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

7/23/15
Date
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7-23-15
Date