



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/9/2018
 Employee Name: Paul Cockrell
 Job Title: Warehouse
 Manager/Supervisor: Jeremy Meyer/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)

On 10/08 Paul was caught violating GMP's by going into the room as he was previously trained not to go in the rooms unless the proper PPE measures are taken. Attached is a list of violations over the next year.

Plan for Improvement:

Paul will follow GMP guidelines for Reichel Foods and if there are any issues or leftover products that are in the rooms he will notify his supervisor to address immediately.

Consequences of Further Infractions:

Consequences for further infractions include demotion, position transfer and 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

Date

10-9-18
10/9/18

Manager/Supervisor

Date

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

Date

ID	Line/ShiftID	Date	ShiftID	GMP Category ID	Violation Description
3259	Warehouse - 2nd shift	01-Feb-17	Warehouse	Traffic Route	Paul Cockrell was observed walking from the hallway to the warehouse through the pallet transfer area and not using the boot sanitizer.
3331	Warehouse - 1st shift	13-Jul-17	1st Shift	Boots	Paul Cockrell failed to use the boot sanitizer walking through the warehouse. MV1 6:45am conveyor 2 apple fillers Rothmonee pon. Anab Hussein does not sanitize every 15 minutes, reminded them to sanitize (they said they didn't hear the buzzer) told paul to let the 15 min buzzer ring long enough for employees to hear.
3384	MV1 - 1st shift	04-Oct-17	1st Shift	Sanitizing	At 4:35 pm Paul and Omot walking into MV2 from double doors to push a cart out of the way, grab an empty tray box and left
3437	Warehouse - 2nd shift	21-Feb-18	2nd Shift	Traffic Route	
3436	Warehouse - 2nd shift	11-Mar-18	2nd Shift	Traffic Route	4:33pm - Omat and Paul were walking around the cartoning area of MV1. Paul grabbed the pallet jack and moved a pallet out of the room to the warehouse. 5:43pm - I came into the room and found Omat wrapping a pallet and then using the pallet jack to move it out of the room.
3441	Warehouse - 2nd shift	11-Mar-18	2nd Shift	Traffic Route	Multiple times Omat and Paul were standing well inside the cartoning area, just watching production and talking to the room lead a
3439	Warehouse - 2nd shift	14-Mar-18	2nd Shift	Traffic Route	AT 5:23pm - Paul entered the MV1 cartoning area from the warehouse, went around the O6 expanding conveyor and leaned on the pallet jack while talking to the Op Checker about something. At 5:26pm - Omot and the new red hair net employee entered the cartoning area from the warehouse, wrapped a pallet, used the pallet jack to move the pallet out to the warehouse and then came over to the pallet that was being stacked and touched the cases.
3440	Warehouse - 2nd shift	14-Mar-18	2nd Shift	Traffic Route	Paul Cockrell enters MV2/Rotary through the double doors at 4:29 pm instead of the handwash doors as policy dictates. At 4:48 pm he walks through the pallet exchange area from warehouse to the hallway (does not use boot sanitizer) and enters through the M
3469	Warehouse - 2nd shift	08-Oct-18	2nd Shift	Traffic Route	