



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 1/16/2018
Employee Name: Paradise Prom
Job Title: Warehouse
Manager/Supervisor: Benn Grenz/Ryan Grzanek/Tyler Whitlock

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 10/26/17 the 1st shift distribution center warehouse employees signed a training record to ensure they were doing a product check at the beginning of the shift, between any truck or product change and at the end of the shift. On 01/16/18 no product check was completed until an error was noticed during shift overlap.

Plan for Improvement:

Product checks need to be completed before, during truck change overs, product changeovers and at the end of the shift.

Consequences of Further Infractions:

Consequences of Further Infractions will include further warnings, further documented trainings and up to demotion.

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

1-16-18

Manager/Supervisor

Date

1/16/18

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

Date