



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 4/1/2015
Employee Name: Paul Cockrell
Job Title: 2nd shift warehouse
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)

Paul has received several verbal warnings for being on his phone during work. On 3/30/15 I received an email from a production supervisor stating that Paul was playing on his phone over at the plant. I also received complaints from Paul's coworkers saying the same thing, he was on his phone constantly and not working. On 3/31/15 I talked to Paul about his phone and told him that if I heard about any further issues with his cell phone I would be giving him a final warning for violating company policy. Later that evening I was notified by a plant supervisor that Paul was playing on his phone in the maintenance shop.

Plan for Improvement:

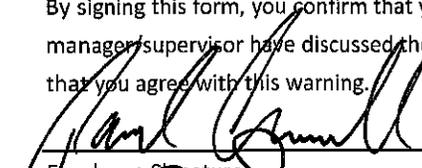
Paul will notify a supervisor if he needs to make a call or send a message during his shift.

Consequences of Further Infractions:

3 day unpaid suspension

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

~~4-1-15~~
Date
4/1/15 4/1/15
Date

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

Date