



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 2/2/2017
Employee Name: Paul Cockrell
Job Title: Warehouse
Manager/Supervisor: Benn Grenz/Jeremy Meyer

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 02/01/17 there was an incident involving a barrel of peanut butter that was punctured by the dip dolly. After reviewing the cameras it appeared the barrel had broke a board on the pallet causing it to slip against the dip dolly in return puncturing it. While reviewing the footage it was notice that Paul Cockrell had taken the dip dolly with a barrel of dip across the foot wash threshold and down the hallway. After further investigation Paul had walked through the threshold several times without sanitizing his boots which is required each time.

Plan for Improvement:

Paul will need to go through the boot wash station every time he goes from zone 1 of the warehouse to zone 2 or from zone 2 to zone 1.

Consequences of Further Infractions:

Further warnings 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

2-2-17

2/2/17

Manager/Supervisor

Date

2-2-17

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

Date