



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 1/14/2014  
Employee Name: Randy Wimbish  
Job Title: maintenance  
Manager/Supervisor: Jeff Ramaker

### 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 1/6/14 around 9:00 am Randy called to have a trailer moved and then put another stack of pallets in trailer. Driver pulled away with him and forklift in trailer

Plan for Improvement:  
Safety chain installed . Warehouse personnel must 1st hook safety chain before calling driver to move trailers

Consequences of Further Infractions:  
final warning, suspension, or termination

### 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.

Randy Wimbish \_\_\_\_\_ Date 1/15/2014  
Employee Signature

Jeff Ramaker \_\_\_\_\_ Date 1-15-14  
Manager/Supervisor

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