



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 12/21/2017  
 Employee Name: Richard Morrison  
 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)

Today at around 3:30pm Ricky was busy giving trays to one of the rooms and someone called for caramel dip over the radio. Ricky called for Davin over the radio to get the caramel because he was busy 6 times. Davin was doing a supply list and Davin said he didn't think he should have to answer the radio while completing this. Davin did finally answer the radio. When Ricky came back to the MV2/Rotary feed door he told Davin "why don't you answer the fucking radio, I was busy". Davin told Ricky "stop being a bitch". Ricky then said "I ain't a bitch and you need to start answering the radio". During their conversation Davin kept calling Ricky a bitch and Ricky was very upset about it. Davin slid a tray tote to the edge of the bottom one and grabbed a pallet jack to grab it and bring it to a room. Before Davin could bring the pallet jack back to grab it, Ricky slid the tote onto the floor and walked away. Davin then walked past it and left the warehouse and came and talked to me saying "Ricky is being a baby, can you talk to him about it?". Then Ricky came up and told me

#### Plan for Improvement:

Respecting all co workers and if a conflict may arise contact you supervisor immediately to avoid further confrontaion.

#### Consequences of Further Infractions:

Further incidents will require higher level of disciplinary action at Manager/Supervisors discrestions including written warning, final waring but not limited to terminatoin of employment.

### 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.

*[Handwritten Signature]*

Employee Signature

12-21-17

Date

*[Handwritten Signature]*

Manager/Supervisor

12-21-17

Date

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

Date