



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 12/28/2017  
 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)

On 12/19/17 Richard went out to talk to his brother whom did not sign into the visitor log and then took an unscheduled break in the parking lot. The QA Supervisor stopped notified them that smoking was not allowed on the property. The Supervisor notified a warehouse employee to let the Warehouse Supervisor know. When asked Richard denied that he was smoking on the property. After follow up and GMP violations were sent out a video was found detailing what the QA Supervisor had seen.

Plan for Improvement:

Richard will ensure anytime he is to go outside he continues to notify his supervisor and warehouse employees to ensure productions goals are met. Richard will also ensure any visitors sign into our Reichel Foods logs and also No smoking on company grounds will be adhered to.

Consequences of Further Infractions:

Consequences of Further Infractions will include further correction 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.

*Richard Morrison*  
 Employee Signature 12-29-17  
 Date

*[Signature]*  
 Manager/Supervisor 12-29-17  
 Date

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