



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/30/2017
Employee Name: Richard Spilde
Job Title: DC warehouse 2nd shift
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)
03/30/17
Richard hit the racking by accident with the forklift. A structural support beam was bent and the bolts connecting the beam to the floor were sheared off. No one was notified of the incident after it occurred. The damage was not noticed until 03/30/17. Regardless of whether or not Richard was aware that he had damaged the racking, Reichel Foods and Richard's supervisors have decided that he will no longer be allowed to operate the stand/sit down fork lifts.

Plan for Improvement:
Due to Richard not being able to operate forklift along with the other performance issues he has had Reichel Foods and Richard's supervisors would like to offer him a different position within the company.

Consequences of Further Infractions:
Warnings, suspensions, 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: *[Signature]* Date: 3-30-17
Manager/Supervisor: *[Signature]* Date: 3-30-17
Witness Signature (if employee understands warning but refuses to sign): *[Signature]* Date: 3/30/17