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# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 3/18/2024  
 Employee Name: Ronald Landry  
 Job Title: Plant warehouse  
 Manager/Supervisor: Lead Edgar Morales

### 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)

Plant warehouse sent a list around 3PM to Ronald for supplies that were needed to keep production running through 2nd shift. This is Ronalds daily responsibility to get the supply list for the plant warehouse. All of the required supplies didn't make it over to the plant until 7PM and caused downtime for the warehouse and production departments. It has been discussed with Ronald several times by supervisor Ryan and myself what Ronalds daily duties are.

Plan for Improvement:

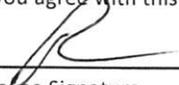
Check in with the rest of the team and see what supplies are needed from the DC. Monitor email communications between the warehouse team. Be available to move supplies around via the forklift or truck (not walking around outside, sitting in the trucks on his phone, etc.).

Consequences of Further Infractions:

Written warning

### 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  
 Edgar Morales Lopez  
 Manager/Supervisor

3-19-24  
 Date

3-19-24  
 Date

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

3/19/24  
 Date