



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 8/28/2012
Employee Name: Ruben Gutierrez
Job Title: warehouse
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 8/23/12 a trailer of FG was loaded on a trailer without the reefer turned on. When doing his checks, Ruben noted that the reefer was turned off but failed to inform anyone.

Plan for Improvement:
make sure if a reefer is off that the trailer is empty.

Consequences of Further Infractions:
Written warning and/ or suspension

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.

Ruben Gutierrez _____ Date 8/28/12

Jeff Ramaker _____ Date 8/28/12

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