



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/17/2018
 Employee Name: Sarom Chhoum
 Job Title: Plant Warehouse
 Manager/Supervisor: Benn Grenz

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 Monday 10/15 warehouse in the DC found a pallet that had been loaded and brought over without being kitted by production. Warehouse was followed up and directed not to accept pallets outside production until they have an LP or corrective actions will be taken. on 10/17 Saroum loaded a pallet of raw almonds without an LP and did verify the LP.

[Redacted area]

Plan for Improvement:

Saroum will ensure nothing comes out of the room without an LP both finished or raw product. He will also verify to ensure all pallets are scanned onto the truck.

Consequences of Further Infractions:

Consequences of Further Infractions include demotion further warnings 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.

Employee Signature: Date: 10-17-18

Manager/Supervisor: Date: 10/17/18

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