



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 9/18/2018
 Employee Name: Scott Weatherly
 Job Title: Sanitation
 Manager/Supervisor: Anthony Dahlke

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)

At 12:14am Scott was seen caring garbage bags into the warehouse, not wearing gloves which he has been trained and coached on to wear several times. He then sets one of the bags of garbage on top of a pallet of trays and leaves it there. Lastly Scott is seen walking from the hallway to the warehouse without using the boot sanitizer. All of the trainings have been given to Scott previously and he has been coached on these infractions as well.

Plan for Improvement:


Scott will wear PPE (latex gloves) every time he is working with garbage or chemicals to also include other assigned PPE. Scott will only place garbage bags in designated areas and will not deviate. Lastly Scott will use the boot sanitizer when going from warehouse to hallway or hallway to warehouse.

Consequences of Further Infractions:

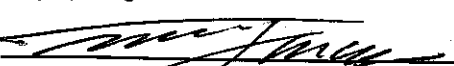
If further infractions are to occur for any of these infractions, a final warning will be issued and or other disciplinary action which may include up to termination.

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

9-18-18
 Date


 Manager/Supervisor

9-18-18
 Date

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

Date