

andy



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 1/31/2020
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)

Scott was seen not properly following the cleaning procedure for the cleaning of the pallets and other equipment in the warehouse. This was after Scott had been asked if all of the pallets were already cleaned and he stated that he followed the cleaning process. The pallets were not separated to be properly rinsed and during the foaming Scott did not get complete coverage of the pallets, trash barrels, racking, etc. Scott was also seen walking on top of the pallets on the floor that were just foamed for cleaning. This is not safe as the pallets are a slippery surface and also is not effective for cleaning of the pallets. Scott has been trained on the cleaning process several times with demonstrations and documentations.

Plan for Improvement:

Scott will follow all cleaning processes and safety rules while performing his job duties. Scott will make sure that all surfaces are cleaned and sanitized correctly according to the training he has received. If Scott has any issues with following these procedures he will discuss with his Supervisor before making any changes to the processes.

Consequences of Further Infractions:

If further infractions occurs, Scott will receive further 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.

Scott Weatherly
Employee Signature

2-3-20
Date

Anthony Dahlke
Manager/Supervisor

2-3-20
Date

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

2-3-20
Date