



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 2/12/2019
 Employee Name: Sarom Chhoum
 Job Title: 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 02/07/19 Saroum was involved in a near miss on the forklift and after review it was noted he was not wearing his seat belt which in an accident could prevent him from being ejected from the lift.

Plan for Improvement:

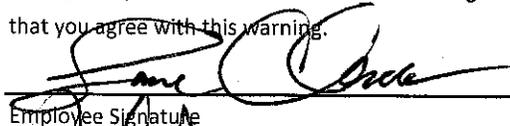
All forklift operators should be wearing their seatbelt. Even if the operator is going to be on and off Seat belts need to be worn

Consequences of Further Infractions:

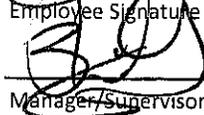
consequences of Further Infractions will include futher warnings, suspension, change in job duties and up to assignment end.

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

2-12-19
 Date


 Manager/Supervisor

2/12/19
 Date

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

Date