



Reichel Foods, Inc. Employee Warning Notice

AKW

Employee Information

Date: 9/10/2017
 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)
 On the morning of Saturday 9/9/2017 Scott was still working on Re-assembling the cooling units in the warehouse, and when finished did not remember to turn the units back on. Also, Scott did not re-assemble the cooling units correctly forgetting to re-connect the drain pipes to the drip pans. Scott has been trained on this process before and knows that the units need to be put back together correctly every time and turned back on to test the units. This error in work performance caused the warehouse to reach warm temperatures that could affect the quality of Reichel Foods product if being stored in the warehouse.

Plan for Improvement:
 Scott will be re-trained on the warehouse cooling unit process and will be getting additional help in the warehouse during these cleaning process to ensure that the process is being followed and the units inspected after each cleaning. Scott will also be tested on this cleaning process before the next time the units need to be cleaned to make sure that he has complete understanding of the process.

Consequences of Further Infractions:
 If further infractions continue Scott may receive further disciplinary action which may include written warnings and may include, up to final warning or termination depending upon level of infraction of the cleaning process.

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: *Scott Weatherly* Date: 9-10-17
 Manager/Supervisor: *Anthony Dahlke* Date: 9-10-17
 Witness Signature (if employee understands warning but refuses to sign): *Anthony Dahlke* Date: 9-10-17