



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 4-27-15  
Employee Name: SHANE TRACY  
Job Title: PALLETIZER O/G  
Manager/Supervisor: HENG SEMARK

### 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  PICK-UP/DROP OFF VIOLATION

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

CONTINUED VIOLATION OF PICK-UP/DROP OFF VIOLATION  
EMPLOYEE HAS BEEN TOLD OF OUR POLICY ALREADY.

Plan for Improvement:

ALL PICK UP/DROP OFF TO BE DONE @ SOUTH SIDE OF BUILDING NEXT TO APPLE TRAILER

Consequences of Further Infractions:

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

*[Handwritten Signature]*

Date

x April 27<sup>th</sup> 2015

4-27-15

Manager/Supervisor

Date

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

Date