



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 1/8/2018  
 Employee Name: Sunday Mayor  
 Job Title: Driver/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

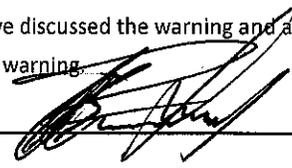
**Description of Incident (Describe incident and list the date, time, and any witnesses present)**  
 On 01/04/17 Sunday failed to put the load lock up on the straight truck resulting in a collision with the door and the forklift mast causing damage to the rollers. He did not report this to his Supervisor's right away resulting in extra labor being spent on investigation. Two days later Sunday was traveling with a load too high in the air and ran the pallet into the rack causing damage to finished goods and product needing to be remanufactured. It was also noted that On Sunday's 90 day review it was communicated that he had damaged product and had shown he was unfamiliar with the Reichel foods forklifts and Trucks. The Supervisor had also taken time to ride with Sunday and walk him through the use of the equipment.

**Plan for Improvement:**  
 Sunday will work in communication with his Supervisors and fellow warehouse employees to gain any resources that are needed to be able ensure proficiency on all Reichel vehicles and equipment.

**Consequences of Further Infractions:**  
 Consequences of further infractions will include further warnings, possible demotion and up to assignment end depending on the severity of the incident.

### 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  Date 1-8-18  
 Manager/Supervisor  Date 1-8-18

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