



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/12/2021
 Employee Name: Thomas Watkins
 Job Title: Tri-State 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)

Tyler was told while he was on break that Thomas had been gone for roughly 30 minutes and nobody knew where he was. Tyler went into the warehouse about 5 minutes later to see if Thomas was in there and he was not, Tyler started to make a lap around the perimeter of the building to see if he could find Thomas and he observed him leaning against the building looking at his phone. Everyone in the warehouse just signed a training record on 9/24 stating that we expect cell phone usage to be kept to an absolute minimum and that if you need to be on your phone for a non work related call prior approval needs to be given by a supervisor. Thomas also had his review prior to the training record and the expectations were gone over at that time on what needed to improve for his dependability and initiative.

Plan for Improvement:

Needs to check in with his supervisor if he needs to make a phone call or step out of the building for any reason. And he needs to exit out of the office door and not the side door to ensure building security.

Consequences of Further Infractions:

Further corrective action will be taken.

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: *[Signature]* Date: 10/12/21
 Manager/Supervisor: *[Signature]* Date: 10/12/21 10-12-21

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