



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 8/10/2015
Employee Name: Timothy Goodrich
Job Title: 2nd Shift Palletizer
Manager/Supervisor: Sam Chea

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 Monday August 3, 2015 around 8:18pm near the East Dock area, Timothy Goodrich the palletizer for the MV2 room walked over to the podium to look at the production plan and failed to stop and acknowledge that the forklift was coming by and ended up walking over the forklift without paying attention. It was a near miss but someone could have gotten really hurt due to this carelessness behavior.

Plan for Improvement:

Be more aware of surroundings and where the forklift is at all times.

Consequences of Further Infractions:

Written warning if the problem persists or Termination depending on nature of future incidents.

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

8-10-15

Date

Manager/Supervisor

8-10-15

Date

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

Date