



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/22/2025
 Employee Name: Travis Harris
 Job Title: Production Bin Filler/Palletizer
 Manager/Supervisor: Peter/ Vorng

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 Created Altercation with other employee

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
 On 12/11/2025 around 9:15am, Travis Harris picked up broke pallet want to use for finish good, but Kalvin C stopped him and explained which broken pallet couldn't use in the line. Travis brought the pallet to throw in front where area Tim L was working which this created tripping hazardous. Tim L or Behailu Asfaw have been asked him a few times to bring this where broken pile but he insisted to leave there and create altercation with other.

Plan for Improvement:
 Bring broken pallets to designated area or report to supervisor for other issues, and stop creating issues.

Consequences of Further Infractions:
 Final warning or terminated will be given.

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 12-22-25

Manager/Supervisor Date 12-22-25

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