



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/11/2014
Employee Name: Trayton Shaw
Job Title: WHSE
Manager/Supervisor: Benn Grenz/Jeremy Meyer

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)

There was an argument between Trayton and Jason about moving a couple pallets of yogurt. Jason began telling Trayton "you're fucking stupid, I am going to punch you in the face". After Jason kept repeating "I am going to punch you in the face" multiple times, Trayton replied "shut the fuck up", which Jeremy Meyer heard in the office. The incident occurred on 11/10/14 at around 9PM. Paul Cockrell witnessed the incident. Both Trayton and Jason described the situation identically.

Plan for Improvement:

Treat every person with respect, and notify a supervisor/manager right away if there are any issues instead of escalating the situation by yelling, swearing, or any kind of disrespecting gestures or remarks.

Consequences of Further Infractions:

Further warnings and up to assignment end.

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

Manager/Supervisor

11-11-14
Date

11-11-14
Date

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

Date