

Trayton Shaw has had a few issues during his employment at Reichel Food for his inappropriate language. Trayton has also had a few issues with his initiative and negative attitude toward other employees. For Trayton's employment to continue at Reichel Foods, he will need to improve on his initiative (staying busy), bring a positive attitude to work (toward fellow employees), and he will refrain from using inappropriate language (cussing).

There will be a follow up performance review after 1 month to determine if there has been any improvement in these areas. If it is determined that there was no improvement, it will be decided if Trayton's employment will be terminated.

Another follow up discussing the same areas of improvement will be provided after an additional 90 days to determine if appropriate improvement has been reached to continue employment.

Warehouse Employees Signature *James*

Warehouse Supervisors Signature *[Signature]* 10-31-14

Warehouse Managers Signature *[Signature]*



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/31/2014
Employee Name: Trayton Shaw
Job Title: Distribution Center Warehouse Worker
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

On 10/28/14 Trayton Shaw was backing out of a pallet and not watching his surroundings and struck a support beam for the ceiling breaking two concrete anchors and bent the support beam.

Plan for Improvement:
Trayton will need to be more cautious and will always be aware of his surroundings.

Consequences of Further Infractions:
Consequences of further infractions will include 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 _____ Date 10-31-14
Manager/Supervisor _____ Date 10/31/14
Witness Signature (if employee understands warning but refuses to sign) _____ Date 10-31-14