



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/24/2015
Employee Name: Trayton Shaw
Job Title: DC Warehouse
Manager/Supervisor: Gary Lonergan/Ryan Grzanek/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

The DC warehouse has went out of FIFO several times in the course of the last month.

Plan for Improvement:
The plans for improvement will be that the warehouse needs to verify their code dates each on a regular basis and verify with their Supervisor each time there is a code date change for finished product.

Consequences of Further Infractions:
Consequences of further infractions include further warnings, suspension 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: *[Signature]* Date: 03-26-15
Manager/Supervisor: *[Signature]* Date: 3/26/15

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