



# Reichel Foods, Inc.

## Employee Warning Notice

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### Employee Information

Date: 12/9/2025  
Employee Name: Gabriel Paulson  
Job Title: Plant Warehouse  
Manager/Supervisor: Edgar Morales

### 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)  
Employee leaves the premises without notifying supervisors/Lead and not clocking out, production would call warehouse on the radio for supplies needed and he would not answer because he would leave. Him leaving unexpectedly causes production to get behind with supplies needed. Date: 12/09/2025 Time: 3:03-3:38pm Witness supervisor Gai

Plan for Improvement:  
Needs to stay at work and make sure he does the warehouse duties. Also needs to answer the radio when production needs supplies.

Consequences of Further Infractions:  
if he leaves again without letting supervisors/Lead know and is not clocking out he will receive a Written Warning. Also will receive a written warning if he continues to not Answer the radio.

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.

Gabriel Paulson 12-9-25  
Employee Signature Date

[Signature] 1-6-26  
Manager/Supervisor Date

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