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# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 3/5/2021  
 Employee Name: Thomas Watkins  
 Job Title: Tri-State Warehouse  
 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

Description of Incident (Describe incident and list the date, time, and any witnesses present)  
 Today (03/05) Nicole let us know of an LTL error from last week (02/25) where two pallets got the cross docks switched resulting in customers rejecting pallets because they received the wrong product. Thomas should've caught this error while he was picking. A similar error occurred on 03/04, Thomas built a pallet incorrectly and then picked that incorrect pallet. The pallet was supposed to be 30 cases of Gala 5pk, 30 Apple/PB & 30 Carrot/Ranch. Thomas built this pallet as 90 Gala 5pk. Luckily this error was caught before it shipped but Thomas should've caught this building error while he was picking.

Plan for Improvement:  
 Thomas will be retrained on the picking process and will take his time to make sure he is verifying that every pallet is correct when he is picking. If he is ever unsure or has question he needs to have a second person verify.

Consequences of Further Infractions:  
 Further corrective action will be taken if picking errors continue.

### 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.

*Thomas Watkins*  
 Employee Signature \_\_\_\_\_ Date 03/05/21

*Benn Grenz*  
 Manager/Supervisor \_\_\_\_\_ Date 3-5-21

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