



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 11/9/2017
 Employee Name: Christofar Atak
 Job Title: Warehouse
 Manager/Supervisor: Jeff Ramaker

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)

He did trailer checks and did not catch a trailer with meat, had a seal, and was turned off. On his Temperature monitoring form he wrote that it was empty and was not Locked or sealed.

Plan for Improvement:

A training was done to all warehouse employees to do thorough trailer checks all the time and making sure to confirm that if it is loaded, it has a seal and turned on.

Consequences of Further Infractions:

Written Warning.

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.

Christofar Atak
Employee Signature

11/9/17
Date

Jeff Ramaker
Manager/Supervisor

11/9/17
Date

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

Date