

EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers

Date: 2/25/21

Supervisor Name: Benn Grenz

Hire Date: 4/15/2021

- Verbal Warning Written Warning Final Warning
 Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness Insubordination
 Damaged Equipment Failure to Follow Procedure
 Absenteeism Failure to Meet Performance Standards
 Policy Violation Poor Work Quality
 Falsifying Company Documents Other

2. Details of Unsatisfactory Behavior/Actions:

2/11 – Disappeared from 6pm to 7pm, he then came back inside and punched out an hour early and left without saying anything to Aric. He sent a text message a half hour after leaving asking if it was alright that he left early.

2/15 – Asked to come in at 7am, didn't come in until 10am (I talked to Casey and told him that if he was going to be late he needed to let someone know before his shift starts, he said that he understood). He received a verbal warning for tardiness according to the disc report.

2/22 – Showed up late, didn't contact anyone. Received a written warning for tardiness according to the disc report.

2/22 – Built a pallet wrong, when Aric let him know that there was an error he said that it had to be a scanning error because he was verifying that all of the pallets were built correctly as he wrapped them. Casey built the pallet incorrectly, he forgot to put 30 cases of apple/pb on the pallet.

2/24 – Showed up late (he did let Aric know that he was going to be late).

3. Prior Warnings:

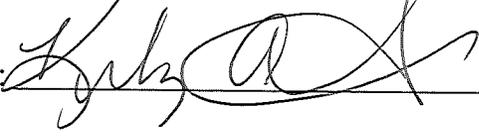
2/10/21-Final

4. The following immediate corrective action must be taken by the employee.

Assignment end

Employee Signature:  Date: 02/25/21

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature:  Date: 2/25/21

Begin forwarded message:

From: Tyler Whitlock <tyler@reichelfoods.com>
Date: February 24, 2021 at 12:54:10 PM CST
To: Benn Grenz <benn@reichelfoods.com>, Ryan Grzanek <ryan@reichelfoods.com>, Jeremy Meyer <jeremy@reichelfoods.com>
Cc: Aric Holmen <aric@reichelfoods.com>
Subject: Casey Sommers

It has been two weeks since Kelsey sat down with Casey. He received a final warning during that meeting for violating company policies, he was also made aware of his job expectations during that time and was told that an improvement needed to be made as well.

Since that meeting the following things have happened:

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Aric and I have talked about all of this and we feel it's best to just move on from Casey at this point.

We are confident that we can still get the work done without having him here.

Let me know if you have any questions

Thanks,

Tyler Whitlock

Warehouse Lead

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| Reichel Foods, Inc. | 3707 Commercial Drive SW | Rochester MN,
55902 |

| Phone: 507.289.7264 | Fax: 507.289.6552 | www.reichelfoods.com |

Kelsey Sikkink

From: Benn Grenz <benn@reichelfoods.com>
Sent: Wednesday, February 24, 2021 1:08 PM
To: Kelsey Sikkink
Cc: Lisa Campbell; 'sara@reichelfoods.com'; Mike Schumacher
Subject: Re: Casey Sommers

Yes we will do this thank you Kelsey

Sent from my iPhone

On Feb 24, 2021, at 1:04 PM, Kelsey Sikkink <Kelsey@corpimgmtgroup.com> wrote:

Can you please tell him to come to the CMG office before his shift tomorrow and I will end his assignment.

Does he have any keys that he needs to turn in?

From: Benn Grenz <benn@reichelfoods.com>
Sent: Wednesday, February 24, 2021 1:02 PM
To: Kelsey Sikkink <Kelsey@corpimgmtgroup.com>
Cc: Lisa Campbell <Lisa@reichelfoods.com>; 'sara@reichelfoods.com'; Mike Schumacher <mikes@reichelfoods.com>
Subject: Re: Casey Sommers

Yes

Sent from my iPhone

On Feb 24, 2021, at 12:57 PM, Kelsey Sikkink <Kelsey@corpimgmtgroup.com> wrote:

Is he at work now?

From: Benn Grenz <benn@reichelfoods.com>
Sent: Wednesday, February 24, 2021 12:56 PM
To: Kelsey Sikkink <Kelsey@corpimgmtgroup.com>; Lisa Campbell <Lisa@reichelfoods.com>; 'sara@reichelfoods.com'; Mike Schumacher <mikes@reichelfoods.com>
Subject: Fwd: Casey Sommers

Please see below

Sent from my iPhone