



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/24/2014
 Employee Name: Jordan Miller
 Job Title: Hormel 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)

On Wednesday Jordan failed to turn in is scanner at the end of the shift. Supervisor could not find scanner to do visual check. On Thursday Isaac Ontweka (warehouse Lead) was looking for it and found it had slid down in the mast of the crown standup forklift and had been damaged. Jordan stated that he had forgotten to turn in it as is required before leaving for the day.

Plan for Improvement:

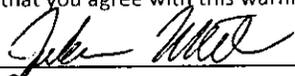
We must physically hand the scanners to warehouse lead, supervisor or manager before leaving for the day

Consequences of Further Infractions:

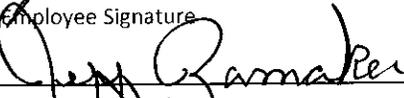
Written or final warnings, Termination

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

10/24/14
 Date


 Manager/Supervisor

10/24/14
 Date

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

Date