



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/7/2015
 Employee Name: Mike Trevino
 Job Title: Warehouse
 Manager/Supervisor: Jeff Ramaker / Chamroung Ouk

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 7/1/15 at 7:13pm Mike hit a rack with the back of a forklift breaking 2 welds on the bracing. This was not reported at the time of the incident.

Plan for Improvement:
 Stay more focused and drive under control

Consequences of Further Infractions:
 written, final warning. Suspension, or possible 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.

Michael Trevino _____ Date 07-07-15

Jeff Ramaker _____ Date 7/7/15

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