



# Corporate Offices Corrective Action Record

**Linc Barrett** **11205709**  
*(employee name)* *(employee ID number)*

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**DC Manager** **3/17/05**  
*(job title and description)* *(date)*

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**Scott Colten** **80866**  
*(supervisor's name)* *(cost center/location)*

**Please Attach Additional Comments and/or Documents When Necessary**

**Corrective Action: Written Counseling**  
**Reason for Action: Failure to Meet Performance Standards/Expectations** **Select One**  
*(Note: Up to two reasons may be indicated for the action)*

**Facts or Events** – *Identify behavior, performance, special facts, or events requiring corrective action:*  
 Group Leads (GL's) at the Gaithersburg facility have been excessively involved in managing the overall efforts of the workforce. Additionally, the GL's have not received an adequate level of supervision, such that one individual has had more than one accusation of job misconduct. Temporary employees have commented that GL's "yell" at them.

**Company Standard** – *What is the company standard/expectation/policy/procedure?*  
 GL's are expected to actively coordinate and participate in the hourly activities at a facility. All performance coaching and/or disciplinary actions with employees and/or temporary labor is the responsibility of the DC Manager.

**Why a Problem?** – *Why is failure to meet standard a problem for the company, department or other employees?*  
 GL's do not have the training or the job responsibility to handle managing a staff of hourly employees. Failure to ensure that the above standard is met can result in a negative work environment, one in which employees do not contribute to their fullest capabilities.

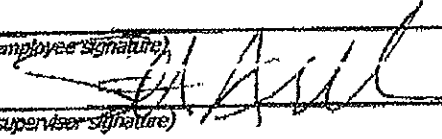
**Previous Corrective Action** – *List dates and summaries of all previous counselings (both verbal and written)*  
 This is the first written counseling on this subject.

**Improvement Required and Time Allowed** – *Briefly state what employee must do to improve*  
 Sexual Harassment in the workplace, intimidation of employees, and/or verbal abuse shown to employees will not be tolerated and must cease immediately. Should any instance be brought to Linc's attention, he will notify his manager immediately. Immediate and sustained improvement is required in all areas addressed in this corrective action.

**Consequences of Failure to Improve** – *What disciplinary action will follow for failure to improve?*  
 Failure to demonstrate immediate and sustained improvement will result in further corrective action, up to and including termination of your employment.

**Employee Comments** *(If additional space is needed, please use back or attached additional paper)*

I have received a copy of this Corrective Action Record. I also understand that the company has an Open Door Policy under which I may discuss this issue or another employee relations issue with my supervisor's supervisor and/or Human Resources and/or the company Employee Relations Specialist.

*(employee signature)*  *(date)*  
4/4/05  
*(supervisor signature)* \_\_\_\_\_ *(date)*

Employee reviewed *Corrective Action Record* and refused to sign. \*Note: If Verbal Counseling, employee is not required to sign.

EXHIBIT 6  
 WIT: Colten  
 DATE: 6/24/08  
 MERRILL LEGAL SOLUTIONS

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