

## Corporate Offices Corrective Action Record

C Manager  cot title and description)  Please Attach Additional Comments and/or Doc  Corrective Action: Written Counseling  Reason for Action: Failure to Meet Performance Standards/Expec  Note: Up to two reasons may be indicated for the action)  acts or Events—Mentify behavior, performance, special facts, or events requising correct  additionally, the GL's have not received an adequate level of supervision, such the  company Standard — What is the company standard/expectation/policy/procedure?  GL's are expected to actively coordinate and participate in the hourly activities at  disciplinary actions with employees and/or temporary labor is the responsibility of  May a Problem? — Why is failure to meet standard a problem for the company, departments, do not have the training or the job responsibility to handle managing a staff  chandard is met can result in a negative work environment, one in which employee  Previous Corrective Action — List dates and summaries of all previous counselings (both  This is the first written counseling on this subject.  Improvement Required and Time Allowed — Briefly state what employee must do to a  Sexual Harassment in the workplace, intimidation of employees, and/or verbal at  must cease immediately. Should any instance be brought to Linc's attention, he  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  Consequences of Failure to Improve — What disciplinary action will follow for failure to  Consequences of Failure to Improve — What disciplinary action will follow in failure to  Consequences of Failure to Improve — What disciplinary action will follow in failure to  Consequences of Failure to Improve — What disciplinary action will follow in failure to  Consequences of Failure in Improve — What disciplinary action will follow to failure to  Consequences of Failure to Improve — What disciplinary action will follow to failure to  Consequences of Failure to Im	ve actions  Select One  We action: managing the overall efforts of the workforce, though individual has had more than one accusation of  a facility. All performance coaching and/or the DC Manager, and or other employees? Of hourly employees. Failure to ensure that the above es do not contribute to their fullest capabilities.  Verbal and written)
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	Improve?  r corrective action, up to and including termination of
Employee Comments (If additional space is needed, please use hack or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use back or attached additional space is needed, please use at the please is needed, please is needed additional space is needed, please is	nel paper)
I have received a copy of this Corrective Action Record. I also understand that may discuss this issue or another employee relations issue with my supervision pany Employee Relations Specialist.	or's supervisor and/or Humpn Resources and/or the
(employee signature),	(date) 4/4/05
(supervisor stifiature)	(date)
Employee reviewed Corrective Action Record and refused to sign. *Note- If Verbal Co	unseling, employee is not required to sign. EXHIBIT

CONFIDENTIAL

original: HR Records, Sparkunburg

Copy: Employee

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