



**THE SERVICE
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PERFORMANCE DOCUMENT

Name: Jason Bartlett Team Member Number: 52435
Position: Barista Property: Dropbox - SF
Issued By: Jaime Barnhart Title: Onsite Supervisor

Type of Entry (Check Applicable Box):

<input type="checkbox"/> Documented Verbal Warning	<input checked="" type="checkbox"/> Suspension - Number of Days <u>1</u>
<input type="checkbox"/> Written Warning	<input type="checkbox"/> Suspension Pending Investigation
<input checked="" type="checkbox"/> Final Written Warning	<input type="checkbox"/> Termination (complete fields below)
	Last Day Worked: _____ Term Date: _____

Nature of Entry (Check Applicable Box):

☐ Attendance ☒ Policy/Performance

Prior documentation (Dates and Infractions):

Violated standard of conduct. Please refer to the Employee Handbook for conduct standards:

Responding to conflict. It is clearly stated in the packet that was signed by all employees that responding to conflict is to be avoided at all costs.

Provide details and description of the infraction:

Tuesday morning 9/17, you had an incident occur involving Robert Smith. Robert left his water bottle at your station, and you followed your leads orders and moved it. This caused an argument to arise between you and Robert. There was a comment you made to the effect of "You can meet me at lunch to continue this", which was seen as a threat. This was taken very seriously by the bystanders and Robert.

Describe corrective behavior and actions:

We have suspended you for one day (9/18). We expect that if any future conflicts arise with you and another coworker, manager, or external employee, that you will not respond to the conflict and that you will immediately flag a manager, chef, or lead for assistance. In regards to threats, they are not tolerated and if any further commentary is made or If this procedure is not followed, that will end in cancellation and potential termination.

Team Member Comments:

Nothing I said was meant or implied as a threat. I have no control over how others perceive what is said, meant or implied.

Employee Signature [Signature]

Date: 9-19-19

Supervisor Signature [Signature]

Date: 9/19/19

Manager Signature [Signature]

Date: 9/19/19



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I Jason Bartlett understand the incident on 9-17-19 has been resolved with no hard feelings. I agree that I will be able to work with my coworker in a respectful manner. I understand if another incident occurs, it will result in removal/cancelation of my assignment at Dropbox San Francisco.

Print Name Jason Bartlett
Signature [Signature]
Date 9-19-19