

PERFORMANCE DOCUMENT

Name: Robert Smith Team Member Number: 50276
Position: Porter Property: Dropbox - SF
Issued By: Jaime Barnhart Title: Onsite Supervisor

Type of Entry (Check Applicable Box):

☐ Documented Verbal Warning
☐ Written Warning
☒ Final Written Warning
☒ Suspension - Number of Days 1
☐ Suspension Pending Investigation
☐ 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 Jason Bartlett, in which he moved your water bottle and it started an argument that escalated due to you feeding into the conflict rather than stepping away immediately and involving a manager. It has been said, that you said "I don't know who raised him, but he needs to learn some manners" this comment was unnecessary and caused Jason to be very upset.

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. If this procedure is not followed, that will end in cancellation and potential termination.

Team Member Comments:

I did not say anything about how he was raised, but I am willing to sign this document to show that I am willing to be on good behavior from this day forward.

Employee Signature Robert Smith Date: 9/19/2019

Supervisor Signature Jaime Barnhart Date: 9/19/19

Manager Signature Jaime Barnhart Date: 9/19/19



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

I Robert understand the incident on 9/17/2019 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 Robert Smith

Signature [Handwritten Signature]

Date 9/19/2019