

PERFORMANCE DOCUMENT

Name: Seng Joo Chua Team Member Number: 47055
Position: P&R Property: Dropbox - SF
Issued By: Jaime Barnhart Title: On-site Supervisor

Type of Entry (Check Applicable Box):

<input type="checkbox"/> Documented Verbal Warning	<input type="checkbox"/> Suspension - Number of Days _____
<input checked="" type="checkbox"/> Written Warning	<input type="checkbox"/> Suspension Pending Investigation
<input 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:

Clocking in early, without it being approved.

Provide details and description of the infraction:

It has been noted that as of Monday 9/23, you had been talked to about clocking in early without it being approved. You are aware that you are not supposed to be clocking in early.

Describe corrective behavior and actions:

Do not clock in early moving forward unless you check in with Joel and he approves it. If this issue persists, it can lead to cancellation of your assignment.

Team Member Comments:

Employee Signature <u></u>	Date: <u>9/26/19</u>
Supervisor Signature <u></u>	Date: <u>9/26/19</u>
Manager Signature <u></u>	Date: <u>9/26/19</u>