



PERFORMANCE DOCUMENT

Name: Michael Williams Date: 10/24/19
Position: Barista Property: _____

Type of Entry:

- ☐ Documented Verbal Warning
☒ Written Warning
☐ Final Written Warning
- ☐ Suspension - Number of days _____
☐ Termination - Termination Form Required

Nature of Entry:

- ☐ Attendance
☒ Policy / Performance

Prior Documentation (Dates and Type of Entry):

10/18 (Coaching) 10/19 (Coaching)

What was the actual behavior observed?

Unprofessional behavior and negative attitude towards co-workers
Why is this important (Policy violation, impact on The Service Company's team members)?
Policy violation and not following up with previous warnings

How can this behavior be corrected to improve performance going forward?

Michael will behave appropriately and in a professional manner.

Consequence if behavior continues:

Final warning or termination or client relocation

Employee Comments:

Employee Signature: [Signature] Date: 10/24/19
Supervisor Signature: [Signature] Date: _____
Manager Signature: [Signature] Date: 10/24/19