



**THE SERVICE  
COMPANIES**

SERVICE. ABOVE ALL

**PERFORMANCE DOCUMENT**

Name: Christopher Lopez Team Member Number: 46055  
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 \_\_\_\_\_  
☐ 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:**

**Provide details and description of the infraction:**

Overall decline in performance, being seen using headphones multiple times while on the clock on different days by different managers, not reaching out to the TSC Office (Acrobat) to report being late to work

**Describe corrective behavior and actions:**

Please improve on your work performance and behavior, do not use headphones unless you are on a break, and please report all tardiness and call outs to the TSC Office at 415-431-8826 ext 1. Failure to improve on the listed concerns can lead to cancellation of your assignment

**Team Member Comments:**

Employee Signature *Chris Lopez* Date: 11/5/19  
Supervisor Signature *Jaime Barnhart* Date: 11/5/19  
Manager Signature \_\_\_\_\_ Date: 11/5/19