

Jordan Corbino, Bruce Dickson & Marcelis Lee

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**To:** Jaime Barnhart <Jaime.Barnhart@theservicecompanies.com>

**Cc:** TuckShopOps <tuckshopops@dropbox.com>

Good Evening,

I am composing the following to circle back on this afternoon's conversation.

As I have mentioned to you, the PM team is pushing the limits as to what is acceptable during their rest breaks. I have spoken to the team as a whole about the importance of being mindful of time and taking breaks properly. Likewise, the management team spoke to the porter team at large during our last team sync to reiterate the same topic. I have noted to the team that I am an understanding and easygoing individual, but that respect and professionalism is a two way street. After several incidents over the past few days of members of the team going on break prematurely and/or extending their break too long, I am past the point of being tolerant. Specifically, the team struggled through the following:

-Marcelis Lee: Monday 01.27 went on break on time and returned four minutes late (after being reminded via text) & Tuesday 01.28 went on break four minutes early and returned on time.

-Bruce Dickson & Jordan Corbino: Monday 01.27 went on break two minutes early and returned four minutes late (after being reminded via text) & Tuesday 01.28 both went on break seven minutes early and returned two minutes late.

This habitual behavior needs to be noted and I would like to arrange a time for you to meet with all three individuals to review the importance of timing and break protocol.

This should act as a written warning for all three individuals.

Kindly let me know when works best to connect in the coming days.

Best, Nate

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**Nate Hoffa**

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