

## PERFORMANCE DOCUMENT

Name:	Matthew Booth	Team Member Number:	E53673
Position:	Purchasing	Property:	Stripe SF
Issued By:	Jaime Barnhart/Jared Sablan	Title:	Operations

### 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):

On 3/17 Jaime Barnhart had a coaching with Matthew regarding his communication style. Coworkers expressed the way Matthew talks to them made them feel talked down to.

**Violated standard of conduct. Please refer to the Employee Handbook for conduct standards:**  
 Employees will not use obscene, profane, or abusive language including malicious gossip and will refrain from lewd or obscene conduct.

Employees will not participate in harassment of any guests, co-workers, or client's employees. This includes but not limited to, harassment based on sex, sexual orientation, race, color, religion, national origin, age or disability.

Employees will refrain from coercion, collusion, intimidation, threats or physical force toward co-workers, clients, or others.

### Provide details and description of the infraction:

During a recent investigation involving another coworker, Human Resources was informed of misconduct by Matthew that was never brought to the attention of TSC management. It was confirmed Matthew had an altercation with another employee in which led to Matthew telling the other employee to take the argument outside. Which could allude to a threat towards another employee.

It was also brought up to Human Resources from multiple coworkers on how Matthew talks to others. He talks down to others, instigates situations with others and ultimately has a negative communication style. This has also been witnessed by TSC management.

**Describe corrective behavior and actions:**

Moving forward, any future issues Matthew is having needs to be brought up to TSC Management in a timely manner.

Matthew needs to work on his communication style and always treat others with respect.

Any future issues may result in a disciplinary action leading up to and including termination.

**Team Member Comments:**

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employee's updated phone number (if suspended): \_\_\_\_\_