

The Service Companies

with respect; refusal or failure (despite warnings) to  
perform assigned duties in accordance with  
performance standards; refusal or failure (despite  
warnings) to adhere to company policies and  
procedures.

Team Member Comments:

Employee Signature Melvin Allen Date: 7-24-25  
Supervisor Signature [Signature] Date: 7/24/25  
Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

PERFORMANCE DOCUMENT

Name: Melanie Allen Team Member Number: E19000  
 Position: Cook Property: Stripe  
 Issued By: Jared Sablan Title: Director of Client & Strategic 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

Provide details and description of the infraction:

On Monday, July 21, 2025, Melanie Allen was observed raising her voice at Erik Ross during a workplace interaction. Melanie appeared visibly upset and continued to escalate the situation verbally. Andrew Arceo (supervisor) attempted to intervene and deescalate the matter, but Melanie rejected his efforts and interrupted him mid-sentence. The commotion was audible to nearby employees, including Jared Sablan, who then approached and escorted Melanie away from the area to defuse the situation.

Describe corrective behavior and actions:

The behavior above is not acceptable nor will it be tolerated in the workplace. Employees must always have respect and refrain from displaying aggressive behavior.

10. Associates will refrain from coercion, collusion, intimidation, threats, verbal altercations or physical force toward co-workers, clients, or others.

11. Associates will act with respect and will not demonstrate insubordination including failure to act