

CORRECTIVE ACTION DOCUMENTATION FOR SALES MANAGERS AND STORE MANAGERS AFTER VERBAL WARNING WAS DONE

1. Review Company Procedures on Corrective Discipline beforehand.
2. Contact the Personnel Department for prior warnings and corrective action documents (C.A.D.)
3. List all previous C.A.D.'s and Verbal Warnings

Verbal Warning Done	Date	Problem
---------------------	------	---------

A. Date Problem

B. Date Problem

- 4. Contact Sales Manager to review above and make suggestions.**

On this date, _____, in the presence of _____,
 (Mo) (Date) (Year) Sales Manager/Manager

I met with _____, position _____, store location _____,

to discuss the following performance problem(s): _____

This serves as, written warning #1 (), written warning #2 (), for the above named employee concerning this or related matters.

History of the problem: _____

Explanation of the seriousness of the problem and the consequences if the problem continues (with time frame).

Details of the interview and the action plan for correction as agreed upon by the associate and supervisor.

This document serves as notification that your conduct justifies the above (checked) correction action. This notice will be recorded in your employee file. You may respond or explain in the space provided below.

This signature is to acknowledge that I have discussed this situation with my immediate supervisor. This signature is not an admission of guilt, only that I have participated in the above discussion.

Associate's signature _____ Date _____

Store Manager's signature _____ Date _____

Sales Manager's signature _____ Date _____

FOR OFFICE USE ONLY:

Date received _____ Company Officer's Approval _____