

To:  
From:  
Subject: **Written Verbal Warning**

This is step one of a Performance Improvement Plan where behaviors and consequences will be addressed.

Be advised that the behaviors demonstrated today are unacceptable for our work environment. Bickering, arguing, distracting others, being off-task, lack of self-control creates a work area that is unproductive, unfriendly and not representative of the quality people we aspire to have.

You are now standing at the door of the progressive discipline process, which plays out as follows:

1. Unacceptable behaviors demonstrated
2. Written "verbal" warning informing that the behaviors are not acceptable
3. 30 days for personal self-improvement
4. Feedback from supervisor with any further corrective actions required
5. 30 days for final demonstration of acceptable behavior
6. 1<sup>st</sup> written warning if employee chooses not to change behaviors
7. 2<sup>nd</sup> written warning if employee chooses not to change behaviors, no required waiting time
8. Badge taken pending termination of employment

Please choose to work here. Your contribution is needed and valuable. Behaviors desired include teamwork, sharing workload, cooperation, training one another, sharing ideas, constructive feedback, caring and seeking help.