

Employee Information

Name	Adilene Alvarado
Date	11/17/2014

This form is to be used as an official statement of a performance problem(s) that an employee must improve. This is a step in the formal disciplinary action process that can result in additional disciplinary action for the employee, up to, and including employment termination if the employee fails to improve.

The purpose of this process is to clearly and specifically state the performance that must improve and the consequences if the performance does not improve.

- ☒ Documented Verbal
☐ Written Warning
☐ Probation
☐ Suspension/Termination
- ☒ Performance
☒ Attendance
☒ Conduct
☐ Rest/M Meal Breaks
☐ Other
- ☒ Policy

Statement of Problem(s). Include examples as necessary and the negative impact on the workplace: A number of employees have approached management with concerns about Adilene's religious discussions in the workplace. These instances have occurred after the Sensitivity Training was administered. After review of the comments made, management feels that a Documented Verbal Reprimand is warranted. Per the Employee Manual "Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated."

Plan for Improvement: It is expected that all employees adhere to VSI's expectations regarding workplace professionalism and harassment. This includes appropriate conversations in and out of the workplace with all employees. Continued disregard of VSI policy can and will result in further discipline including termination.

Employee comment(s):

ACKNOWLEDGEMENT OF REVIEW

By signing this form, you acknowledge that you have discussed this reprimand in detail with your supervisor and/or managers. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature	Adilene Alvarado
Date	11/17/14
Manager Signature	
Date	11/17/14

Place a copy of the signed form in the employee file.