



**Employee Verbal Counseling Form**

Employee Name: **Brandon Levi**

Date: **June 5, 2019**

Department: **Dimension**

Indicate if:       Coaching/Counseling Session       **Verbal Reprimand**

Summary of incident and/or reason for warning or counseling: **On many occasions, Brandon has been overheard making derogatory comments to co-workers. This behavior is considered harassment and is a form of bullying and cannot continue. Brandon must always talk in a calm, respectful manner to all co-workers. Any use of foul language or profanity, verbal abuse, threatening comments etc. will not be tolerated by the company and will result in further discipline.**

Summary of corrective action needed: **Effective immediately. Brandon must treat all co-workers in a professional manner on and off the job.**

*- Brandon must watch the "Violence in the workplace" video before returning to his work station.*

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature *Brandon Levi* Date *6/5/19*

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature *[Signature]* Date *6-5-19*