S.R.C. - Pipestone, MN U.S.A.

EMPLOYEE DOCUMENTATION FORM

Name Leo Bianas Date: 25 Jan 2008

RECOGNIZING POSITIVE BEHAVIOR

_____ Outstanding Job Performance
_____ Extra Effort in Helping Others
_____ Exceptional Attention to Safety
_____ Exceptional Loyalty and Spirit
_____ Super Cooperation / Flexible Attitude
_____ Thank you for your contribution
_____ Went the Extra Mile
_____ Exceptional Quality
_____ Other (Explain below)

CORRECTING EMPLOYEE BEHAVIOR

Progressive discipline generally will apply and all disciplinary actions will remain active for a period of one year. If a violation of any four rules of conduct occur within a twelve-month period it will result in employment termination. Disciplinary action may exceed the normal progression and may include termination depending on the severity of the infraction. **Absenteeism** - Absence without notification or excuse, excessive absenteeism/tardiness or extending rest periods will be disciplined separately from other Rules of Conduct.

X Verbal Warning _____ Written Warning _____ Suspension (_____ Total Days)
____ Termination (Date _____) Return to Work on (Date) _____ (Time) _____

____ Attendance ____ Performance ____ Quality of Work ____ Cooperation ____ Safety >>
____ Insubordination ____ Behavior ____ Policy Violation ____ Other (Explain below)

Employee was standing on nose cone balancing on hand rail with one foot elevated.

SAFETY
____ Rule Violation
____ Unreported Accident
X Negligence or Injured Other(s)
____ Injury or Property Damage
____ Repeat Offender

EMPLOYEE IMPROVEMENT PLAN:

____ Improve Attendance/Tardiness
____ Change Shift / Job Assignment
____ Improve Home Circumstances
____ Re-Train/Review Policy
____ Transportation / Car Pool
____ Seek Employee Assistance
____ Performance / Quality of Work
____ Improve Cooperation / Attitude
____ Other _____

My agreed **"Performance Improvement Plan"** is:

1. To think about your actions on whether or not what you are doing is safe for your self or others.
2. _____
3. _____

We agree to work together on the items identified in this Performance Improvement Plan and to make every effort to reach the goals and expectations defined. Should it be determined that my overall performance improvement does not meet expectations, further discipline may be required up to and including employment termination. I have read and received a copy of this documentation.

Leo C Bianas
(Signature of Employee)

Viola Foster
(Signature of Manager)

Susie Remo
(Signature of Human Resources)

(Original returns to HR, Copy is given to the Employee)