

## Coaching/Corrective Record

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Project: \_\_\_\_\_

Union: \_\_\_\_\_

### ACTION TAKEN

☐ Coaching

☐ Verbal Warning

☐ Written Warning

*Note: Coaching is not considered a level of formal corrective action*

☐ Suspension \_\_\_\_\_ day(s)

☐ Termination

☐ Other: \_\_\_\_\_

*(Depending on the nature of the offense, Hudson Bay Insulation reserves the right to skip any steps at its discretion.)*

### DESCRIPTION OF DISCUSSION

☐ Absenteeism

☐ Tardiness

☐ Leaving Early

☐ Safety Violation

☐ Policy and/or Procedure Violation

☐ Conduct

☐ Unsatisfactory Job Performance

☐ Other: \_\_\_\_\_

### EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GOALS/CORRECTIVE BEHAVIOR \_\_\_\_\_

\_\_\_\_\_

### TO BE COMPLETED BY SUPERINTENDENT OR OFFICE MANAGER

Should your performance and/or behavior become and/or continue to be unacceptable in the above area(s), the company will find it necessary to take the following corrective action (or more depending on the situation):

☐ Verbal Warning

☐ Written Warning

☐ Suspension \_\_\_\_\_ day(s)

☐ Termination

☐ Other: \_\_\_\_\_

### EMPLOYEE COMMENTS

\_\_\_\_\_  
\_\_\_\_\_

Failure to correct and/or meet and sustain acceptable performance and/or behavior or further violation of company policy will result in additional formal corrective action up to and including discharge. By signing below, you the employee acknowledge that this information has been discussed with you and you have been provided with a copy.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_