



# MICRO MEDICAL SYSTEMS, INCORPORATED

## CORRECTIVE ACTION COUNSELING RECORD

Chris Roller R & D  
EMPLOYEE DEPARTMENT

Developer September 29, 1999 Verbal 7-26-99  
JOB TITLE TODAY'S DATE DATE OF LAST WARNING

**CONCERNS:**

A Female employee brought a complaint of harassment to Chris's Supervisor ( Russ Knoeppel) and has asked that the behavior be stopped.

**DETAIL OF CONCERNS (EXPLAIN AS SPECIFICALLY AND COMPREHENSIVELY AS POSSIBLE) ON 9-28-99 (DATES)**

On September 28, 1999 a female employee brought it to the attention of Chris Rollers Supervisor (Russ Knoeppel) that Chris has approached her several times asking her out and that Chris has also been saying things to her that are sexual in nature. The female co-worker is uncomfortable with these requests and comments and has asked that it stop immediately.

**PLAN FOR IMPROVEMENT:**

Per Micro Medical Systems policy, any employee found to have harassed a fellow employee, whether it is sexual, physical or verbal will be subject to disciplinary action including possible termination. Advise Chris Roller that his conduct is inappropriate and will not be tolerated. Chris will refrain from making any other unwelcome advances whether it is verbal, physical or sexual to any other employee, starting immediately. Chris will be placed on an indefinite probationary period. If Management of Micro Medical Systems receives 1 more complaint, Chris will be terminated immediately.

**IMMEDIATE SATISFACTORY IMPROVEMENT MUST BE SHOWN AND MAINTAINED OR FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION MAY BE TAKEN**

ACTION TAKEN: VERBAL WARNING WRITTEN WARNING  
WRITTEN WARNING AND SUSPENSION OF \_\_\_\_\_ DAYS FROM \_\_\_\_\_ TO: \_\_\_\_\_

WRITTEN WARNING AND INDEFINITE PROBATION

DEMOTION DISCHARGE OTHER \_\_\_\_\_

SUPERVISOR/MANAGER [Signature] DATE 9/29/99

EMPLOYEE [Signature] DATE 9/29/99

**EMPLOYEE REFUSES TO SIGN:**

"This is to certify that the employee named in this report was warned by his/her supervisor/manager in my presence concerning the subject matter contained herein"

**IF EMPLOYEE REFUSES TO ACCEPT COPY OF FORM:**

"Employee refuses to accept his/her copy of this warning notice."

Please initial: \_\_\_\_\_