

SECTION 1: EMPLOYEE INFORMATION

Employee Name:	Employee #:	Date:
Courtney Edwards	[REDACTED]	12/26/21
Station:	Department:	Date of Hire:
MGM	PGH	11/09/2021

SECTION 2: CURRENT INFRACTION

Level:	Date of Most Recent Infraction:
Coaching	N/A

On 12.23.21 [REDACTED] had a performance meeting with Courtney. During the meeting we discussed that she is currently demonstrating unsatisfactory performance on the ramp. She get stuck on one task and is unable to move forward with other task. I explained to her if she does not improve I will have no choice but to terminate her because I can not risk her hurting herself, others, and damaging an aircraft or equipment. My expectation is that she is able to perform all assign task without assistance or getting stuck on one task.

Piedmont Policy and Procedure manual Section 8

Finally, careless or inefficient performance of duties, including failure to maintain proper standards of workmanship or productivity is prohibited.

SECTION 3: SUMMARY OF CORRECTIVE ACTION FOR THE PREVIOUS 12-MONTHS

[illegible]

SECTION 4: CORRECTIVE ACTION TAKEN

	LEVEL I - CORRECTIVE ACTION		
	LEVEL II - CORRECTIVE ACTION: FORMAL WARNING		
	LEVEL III - CORRECTIVE ACTION: FINAL WARNING (may include suspension)		
	SUSPENSION	# OF DAYS:	INDEFINITE:
	SUSPENSION START DATE:		SUSPENSION END DATE:
	TERMINATION		

SECTION 5: EMPLOYEE COMMENTS

SECTION 6: FOLLOW-UP DISCUSSION COMMENTS

FOLLOW UP DISCUSSION SCHEDULED	DATE:	TIME:

SECTION 7: MANAGEMENT INDICATION OF FUTURE CONSEQUENCES

I READ AND UNDERSTAND THE ABOVE REPORT

Employee Signature:	Date:
	12/30/2020
Manager Signature:	Date:
	12/30/21

DISTRIBUTION: General Manager/Hub Director (for Level III and above only)/Employee Personnel File/Human Resources-MDT

SECTION 1: EMPLOYEE INFORMATION

[illegible]

SECTION 4: CORRECTIVE ACTION TAKEN

☒	LEVEL I - CORRECTIVE ACTION		
	LEVEL II - CORRECTIVE ACTION: FORMAL WARNING		
	LEVEL III - CORRECTIVE ACTION: FINAL WARNING (may include suspension)		
	SUSPENSION	# OF DAYS:	INDEFINITE:
	SUSPENSION START DATE:		SUSPENSION END DATE:
	TERMINATION		

SECTION 5: EMPLOYEE COMMENTS

I wash my shirt & pants every night & Joel ordered me two new shirts and my hair appointment is the 31st

SECTION 6: FOLLOW-UP DISCUSSION COMMENTS

FOLLOW UP DISCUSSION SCHEDULED	DATE:	TIME:

SECTION 7: MANAGEMENT INDICATION OF FUTURE CONSEQUENCES

I READ AND UNDERSTAND THE ABOVE REPORT

Employee Signature: refused to sign	Date: 8/24/22
Manager Signature: 	Date: 8/26/22

DISTRIBUTION: General Manager/Hub Director (for Level III and above only)/Employee Personnel File/Human Resources-MDT

Chapter 5: Standards of Personal Conduct

It is our belief that our employees desire to be efficient in their work and to conduct themselves with a proper regard for the rights and feelings of others. These standards are not designed to restrict the rights of anyone, but rather to create an assurance that our personal conduct--in both our business and personal life--avoids any action which might be harmful to ourselves or other employees or the Company, or cause any unfavorable reaction from current or potential customers and/or fellow employees.

The guidelines set forth below deal with only a few of the standards expected to be met by Company employees. This list should not be considered to be all-inclusive, and employees should be aware that a failure to meet other standards not set forth in this handbook may result in appropriate corrective action by the Company.

5.1 Outside Employment

As employees of Piedmont, our first loyalty is to Piedmont. Therefore, the Company reserves the right to ask employees to give up outside employment which interferes with their job performance, or which is performed for companies that support or compete with Piedmont. No employee may maintain employment with another airline or airport vendor without written permission by management.

5.2 Personal Appearance

All employees are required to maintain a neat and clean appearance in keeping with the requirements of their position. Employees must comply with specific departmental rules. Radical departure from conventional dress or personal grooming will not be permitted. Any questions about what you can or cannot wear to work should be directed to your supervisor. Company management has sole authority to determine when an employee's dress and grooming is offensive to Company standards or does not conform to Company management's idea of good taste, conventional dress or personal grooming.

5.2.1 Uniforms. Based upon the department in which you are employed and your specific job classification assignment, you may be expected to wear a uniform. Your department supervisor will advise you of appropriate dress for your respective job classification and assist you in making arrangements for the purchase of necessary uniforms.