

Summary of Pre-Discipline Decision Discussion with Employee

On October 26, 2012, I met with BDO (b)(6) to have a Pre-Discipline Decision Discussion. At that time:

X I advised the employee of the following allegations and the possible consequences of the following allegation(s):

Allegation #1 Failure to follow Standard Operating Procedures
Allegation #2 _____
Allegation #3 _____
Allegation #4 _____
Allegation #5 _____

X I provided the employee an opportunity to respond orally and/or in writing.

The employee responded as follows:

Orally on _____, and stated as follows: _____
(Insert date)

(If more space is needed, attach additional pages.)

X in writing on October 27, 2012. I have attached a copy of the written response.

Signed:  STSM 10/27/2012
Name & Title of Manager or Supervisor Date