

**Formal Reprimand**

Date: December 11, 2008  
To: Rick Lemmons  
From: **Xxxxx XXXXX**  
Subject: Formal Reprimand

**Xxxxx XXX** expects its employees to comply with the **Xxxxx XXX** Code of Conduct. As part of this expectation, **Xxxxx XXX** expects each employee to adhere to guidelines of acceptable workplace behavior. In the Code of Conduct under "I Value and Respect Others" the Standards of Professional Behavior Policy is referenced. This policy states, **Xxxxx XXX** expects its employees to conduct themselves in a professional and respectful manner in the workplace and in work-related situations away from the workplace. The employee's conduct should support the company's values as stated in Our Promise". Additionally, your conduct should support the company's values of honesty, integrity, mutual respect, and civility toward others.

This Formal Reprimand is being issued because you have demonstrated a pattern of aggressive and disruptive behavior. Specifically, this Formal Reprimand documents your recent violations of the **Xxxxx XXX** Code of Conduct, Standards of Professional Behavior Policy and Our Promise.

On the afternoon of Friday, December 5<sup>th</sup>, as you were leaving the office you passed by my door and said that you would see me tomorrow. As I had not authorized a request to work overtime you sent me earlier in the day, I finished the call I was on and caught up to you in the break room to clarify. We were alone in the break room and I explained to you that I had not authorized overtime hours for you and that you could pick up where you left off on appraisal invoices on Monday morning. You indicated that you understood and you turned toward the break room exit door on the East side of the building. I exited the break room through the exit door on the West side of the building and returned to my office. As I sat down in my chair you came into my office doorway and erupted into an escalated, aggressive and disruptive rant that was loud enough to be heard across the floor. After several minutes of trying, I was successful in getting you to close my office door and to speak in a more controlled manner.

Once you were able to conduct yourself in a professional manner, we discussed a variety of issues ranging from performance issues to feedback from your peers. When we finished the meeting, you went to one of your peers and under the guise of direction from me you asked that peer for the personal phone number of an employee that had provided me feedback about your alleged interactions with them. Your intention to contact that employee in regards to their feedback is clearly a retaliatory action.

You have established a pattern of behavior that is inappropriate and unacceptable. It is your responsibility to take accountability for your actions and conduct yourself in a manner that is not disruptive, unprofessional or intimidating.

At all times and in all situations, I expect you to engage your internal and external customers, peers and supervisors by communicating in a structured, calm manner. In terms of accountability, I expect you to take responsibility for your actions and conduct yourself in a manner that is conducive to a professional environment.

This reprimand serves as notice that this type of behavior is unacceptable and a violation of Xxxxxx Xxx's policies, Code of Conduct, and *Our Promise*. Any future outbursts or similar violations will result in your immediate termination.

After one year of the date of this memo, you may request and obtain with your manager's written approval, the removal of this Reprimand from your personnel file. Notwithstanding the above, nothing in this Formal Reprimand alters your at-will employment relationship with Xxxxxx Xxx. You or Xxxxxx Xxx may terminate your employment at-will, at any time, without prior notice.

Your signature below indicates that you have received, read and understand the terms and conditions of the Reprimand.

Employee Signature Rich Lemmons Date 2-3-09

cc:  
HR Service Center (Employee's Personnel File)  
HR Business Partner  
Manager's File