



## Corrective Action Document

GENERAL INFORMATION				CURRENT ACTION
Employee:	Peter Wolf	Employee #:	2UZ000751	Type of Action: (Please Check One) <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Final Warning <input type="checkbox"/> Termination
Position:	Vehicle Test Driver	Full or Part Time:	Fulltime	
Supervisor:	Raffael Raudzis	Date of Hire:	11/30/2021	
Division:	VW	Cost Center #:		
Dept/Loc:	Oxnard, CA	Date of Delivery:	09/12/2025	
REASON FOR DISCUSSION: <input checked="" type="checkbox"/> PERFORMANCE <input type="checkbox"/> CONDUCT <input type="checkbox"/> POLICY VIOLATION				
<b>SECTION I: CURRENT DEFICIENCY OR ISSUE(S)</b> Define current issue(s). Be specific (dates for absenteeism or tardiness, descriptive examples of deficiencies in work performance, etc.) If relevant, explain the impact on co-workers/service partners/customers.				
<p>This corrective action is being issued to address concerns related to communication, client interaction, and adherence to established policies and procedures.</p> <ul style="list-style-type: none"><li>• <b>Communication</b> – When a supervisor is speaking, allow them to fully address the situation before responding or interrupting. Do not walk away.</li><li>• <b>Schedules</b> – Work schedules are determined by the client and must be followed as provided. They are not to be questioned or altered by employees.</li><li>• <b>Client Feedback</b> – When the client provides constructive criticism or addresses work-related issues, treat this as an opportunity to learn and improve. Corrections should be made promptly and professionally.</li><li>• <b>Client Rules and Policies</b> – All client-issued rules and policies have been reviewed and approved in coordination with Bertrandt prior to rollout. These directives must be followed without resistance.</li><li>• <b>Concerns or Disagreements</b> – If you have concerns or do not agree with a directive, do not challenge the client. Instead, reach out to Raffael, Ariana, or Lashon for review and guidance.</li></ul>				
<b>SECTION III: PERFORMANCE IMPROVEMENT</b> Specify behavior and/or performance expectations required to correct issue(s) or deficiencies. Include the immediate action needed, time frames and measurable changes required, and plans for monitoring progress. Training or resources available and means for providing feedback to the employee (e.g. periodic meetings, feedback sessions, etc.) should be providing as applicable.				
<ul style="list-style-type: none"><li>• Demonstrate respectful communication by allowing supervisors and clients to complete their direction or feedback before responding.</li><li>• Comply with client-issued schedules, rules, and policies without resistance.</li><li>• Accept constructive criticism in a professional manner and apply it to improve performance.</li><li>• Direct all concerns or disagreements appropriately to Bertrandt management.</li></ul>				
<b>SECTION IV: FUTURE CONSEQUENCES</b> The Employee must show immediate and sustained improvement, comply with all policies and procedures of Bertrandt, and maintain an overall acceptable level of performance. Failure to do so may result in further corrective action up to and including termination of employment.				

**SECTION V:** Employee's response. *(Please use a separate sheet as necessary)*

**This document will be placed in your personnel file. Please sign below to acknowledge this matter was discussed with you and that you have received a copy of this form. Signing below does not imply your agreement with the above action.**

\_\_\_\_\_  
Manager/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature (Does Not Imply Agreement)

\_\_\_\_\_  
Date

☐ Employee elected not to sign

Name and title of others present during the discussion \_\_\_\_\_