

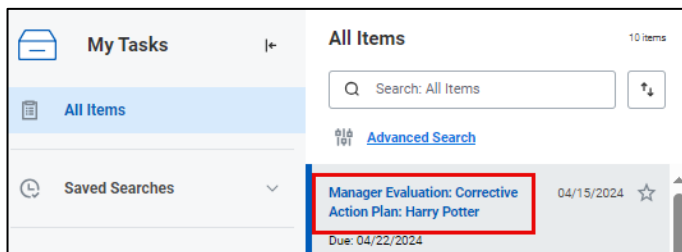
# Corrective Actions

## Employees


### Acknowledging a Corrective Action

Managers can initiate corrective actions to address an employee's non-compliance with expectations. It is important that you use this opportunity to make necessary changes to meet performance expectations and organizational requirements. While you alone are accountable for your performance, your Manager is available to answer questions and give you feedback on your progress.

1. Once your Manager initiates the corrective action process in Workday, you will receive a task titled "Manager Evaluation: Corrective Action Plan: [Your Name]" in your **My Tasks Inbox**. Click the task to open its details on the right-hand side of the screen.





2. Review the task details. Then, click **Get Started**.



### Provide Employee Review Comments

Manager Evaluation: Corrective Action Plan: Harry Potter

**Review Period** 04/15/2024 - 04/15/2024   
 **Corrective Action Reason** Attendance (United States of America)

A Corrective Action has been issued to address your non-compliance with expectations. It is important that you use this opportunity to make necessary changes to meet performance expectations and organizational requirements. While you alone are accountable for your performance, your manager is available to answer questions and give you feedback on your progress. Please reflect on how you will use your skills, knowledge and/or experience to ensure you meet expectations.

Please read through the entire Corrective Action and then click to 'Acknowledge' on the last page of this form, then click Submit to save. Your acknowledgement does not indicate agreement or disagreement with the contents. Acknowledgement indicates agreement with the following statement:

*I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions. By signing this, I commit to follow the company's standards of performance and conduct.*

Our **Employee Assistance Program (EAP)** provider, ComPsych GuidanceResources, can be confidentially reached to assist you at 844-850-0281 (24/7) or [www.guidanceresources.com](http://www.guidanceresources.com) and enter company ID: MEDLINE. This is strictly voluntary. Information regarding the EAP's services is available from Human Resources.

**Get Started**

3. Review the corrective action **Summary**, including **Action Level**, **Action Details**, **Duration**, **Supporting Documents**, **Employee Acknowledgment/At Will Disclaimer** and **Acknowledgement**. Then, click **Next**.

**Provide Employee Review** |< Comments

Manager Evaluation:  
Corrective Action Plan: Harry Potter

04/15/2024 - 04/15/2024

**Summary**  
Acknowledgement

### Employee Acknowledgement/At Will Disclaimer

**Question** Employee Acknowledgement  
I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions. By signing this, I commit to follow the Medline's standards of performance and conduct.

**At-will Disclaimer:**  
Medline Industries, LP is an "at-will" employer, meaning that your employment has no specified term and that the employment relationship may be terminated any time at the will of either party on notice to the other. Medline is opting to provide you with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of progressive corrective action will not change your at-will employment status.

Our Employee Assistance Program (EAP) Provider, ComPsych GuidanceResources, can be confidentially reached to assist you at 1-844-850-0281 or [guidanceresources.com](https://guidanceresources.com). This is strictly voluntary. A booklet regarding the EAP's services is available from Human Resources.

**Acknowledgement**

Manager

Back **Next** Close

4. Provide your **Acknowledgement** of the corrective action by checking **Acknowledge** in the **Status** field. Then, click **Submit**.

**Provide Employee Review** |< Comments

Manager Evaluation:  
Corrective Action Plan: Harry Potter

04/15/2024 - 04/15/2024

**Summary**  
**Acknowledgement**

### Acknowledgement

**Manager**

Status Acknowledge Review Discussion Complete

Comment

Acknowledged By Emily Blunt

Acknowledgement Date 04/15/2024 02:02 PM

**Employee**


Status \* **Acknowledge**

Comment

Process History

Emily Blunt 13 minutes ago  
Complete Manager Evaluation for Corrective Action- Submitted

**Submit** Save for Later



Please note that your acknowledgement does not indicate agreement or disagreement with the contents. Acknowledgement indicates agreement with the following statement:

*I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions. By signing this, I commit to follow the company's standards of performance and conduct.*