Martin Concrete Construction

LESSONS LEARNED

COMPLETED BY:	DATE PREPARED:
Matt Peck	07/05/2022
PROJECT NAME:	**SUBJECT:**
	Documenting red flags in employees

LESSON LEARNED :

I learned the importance of diligently and carefully documenting (in writing) any and all events, conversations, texts, and emails, when there is something "off" with an employee, that ultimately may lead to termination of said employee, if in fact the behavior or actions should continue to be problematic. Even if the immediate noted actions don't result in the employee necessarily being termintated, at least we still have the documentation of the behavior or lack of performance on file, should there be additional unacceptable events or behavior tocontinue to take place. It is very complicated and time consuming to have to go back and try to piece together a timeline of events after the fact, if the proper documentation of events is not in place in real time. Beyond that, trying to go back in time and "remember" what took place and when, may lead to inacurate information being provided.

LESSON LEARNED CORRECTIVE ACTION & PICTURES:

When questionable behavior, discounting or not representing MCC's Core Values, or lack of performance is initally noticed, immediately create a file and be diligent about documenting the events in real time in case the information is ever needed or requested later.