

EMPLOYEE COUNSELING FORM

LAST NAME:
FIRST:

DATE: / /

STORE #

POLICY OR
PROCEDURE
NOT ADHERED
TO:

ATTITUDE	MAINTAINS A POSITIVE ATTITUDE IN THE WORKPLACE WHILE INTERACTING WITH EMPLOYEES, CUSTOMERS, VENDORS AND VISITORS. TAKES INSTRUCTION FROM LEADERSHIP WELL.
TEAM WORK COOPERATION	WORKS WELL IN COOPERATION WITH TEAM MEMBERS
1.3 CLEANLINESS	HELPS TO MAINTAIN A CLEAN RESTAURANT IN GOOD REPAIR AT ALL TIMES
1.3 CUSTOMER SERVICE	PROVIDES EXCEPTIONAL CUSTOMER SERVICE
1.3 QUALITY PRODUCT	HELPS TO ENSURE THAT CUSTOMER IS PROVIDED WITH CORRECT PRODUCT OF THE HIGHEST QUALITY
1.3 MISSION STATEMENT	TO PROVIDE A QUALITY PRODUCT IN A CLEAN ENVIRONMENT WITH GREAT CUSTOMER SERVICE
2.5 OUTSIDE EMPLOYMENT	DOES NOT INTERFERE WITH WINGSTOP WORK SCHEDULE OR WORK QUALITY
3.7/3.8 WORK SCHEDULE	REPORTS TO WORK AS SCHEDULED
3.8 WORK HOURS	REPORTS TO WORK AS SCHEDULED AND ON TIME
3.8 ATTENDANCE & TIME KEEPING	FOLLOWS PROCEDURES WITH REGARDS TO CLOCKING IN AND OUT
FOOD DISCOUNTS AND	FOLLOWS PROCEDURES REGARDING DOCUMENTING AND PAYING FOR EMPLOYEE MEALS
4.3 BEVERAGE ALLOWANCE	MAINTAINS A HIGH STANDARD OF PERSONAL CONDUCT AND INTERGRITY
BUSINESS ETHICS AND	ADHERES TO POLICIES AND PROCEDURES
5.1 CONDUCT	CHECK LIST UTILIZED
EMPLOYEE CONDUCT AND	CHECK LIST UTILIZED
5.2 WORK RULES	CHECK LIST UTILIZED
SHIFT CHANGE CHECK LIST	CHECK LIST UTILIZED
OPENING CHECK LIST	UTILIZED
CLOSING CHECK LIST	ADHERES TO COMPANY GOAL OF MAINTAINING A WORK ENVIRONMENT THAT PROMOTES RESPECT AND DIGNITY FOR ALL INDIVIDUALS FREE OF DISCIMINATION, HARASSMENT, AND OFFENSIVE BEHAVIOR.
QSC CLEANING LIST	
REDBOOK	
WORKPLACE HARASSMENT, DISCRIMINATION, AND	
5.3 RETALIATION	

DRUG/ALCOHOL-FREE
5.6 WORKPLACE

DRESS;PERSONAL APPEARANCE
5.7 AND HYGIENE
POSSESSION OF FIREARMS
5.8 /WEAPONS

5.11 PERSONAL CELL PHONE

5.13 COMPANY EQUIPMENT USAGE

6 SAFETY & HEALTH

6.2 NON-SMOKING WORKPLACE

6.3 ILLNESS IN THE WORKPLACE

6.4 WORK PLACE VIOLENCE

7 CONFIDENTIALITY

ADHERES TO POLICY REGARDING NON
CONSUMPTION OF ALCOHOL OR
DRUGS ON COMPANY PROPERTY AT
ANY TIME. This includes off-duty abuse
that adversely affects employee's job
performance

EMPLOYEE COMPLIES WITH UNIFORM
POLICIES AND MAINTAINS GOOD
HYIEINE WHILE IN THE WORK PLACE
PROHIBITED UNLESS IN LOCKER OR
VEHICLE

POLICY OF NOT UTLIZING CELL PHONE
WHILE ON THE CLOCK FOR CALLS,
TEXT, INTERNET SURFING, OR ANY
OTHER RELATED ACTIVITY. DEVISE
MUST BE OUT OF SITE DURING WORK
HOURS.

UTILIZES EQUIPMENT PROPERLY AND
DOES NOT REMOVE SUPPLIES OR
EQUIPMENT OR PRODUCTS FROM THE
PREMISES

ASSIST IN PROVIDING A SAFE AND
HEALTY WORK ENVIRONMENT FOR
EMPLOYEES, CUSTOMERS AND
VISITORS

NO SMOKING IN THE WORKPLACE
EMPLOYEE MUST NOT WORK IF
EMPLOYEE IS ILL AND THAT ILLNESS
COULD NEGATIVELY AFFECT OTHER
EMPLOYEES OR CUSTOMERS

ASSIST IN PROMOTING AND
MAINTAINING A SAE WORK
ENVIRONMENT FREE OF VIOLENCE,
THREATENING COMMUNICATION OR
SUSPICIOUS ACTIVITY

CONFIDENTIALITY OF ALL CUSTOMERS
AND RELATED MATERES IS GUARDED
AND PROTECTED AT ALL TIMES.

SUPERVISORS SIGNATURE
EMPLOYEE SIGNATURE

DATE:

DATE: