## Record of Secretarial Correction

Last name	Po	osition	Employee №	•••••
First name	Depar	rtment	Incident №	
Summarise the l	oehaviour that required	correction (tick all that ap	ply):	
□ Tardiness	□ Misconduct	☐ Breach of contract	☐ Unauthorised activity	
□ Rudeness	□ Disobedience	☐ Underachievement	☐ Inappropriate conduct	
□ Fussiness	$\Box$ Code violation	☐ Dereliction of duty	☐ Substandard performance	
□ Negligence	☐ Procrastination	☐ Inattention to detail	☐ Managerial dissatisfaction	
□ Inadequacy	$\square$ Insubordination	☐ Misuse of resources	$\ \square$ Failure to follow procedure	
Detail the behav	riour that required corre	ection (continue on a separ	ate sheet if required):	
Detail the correc	ction required (continu	e on a separate sheet if requ	uired):	
☐ The correction	on was preventative	☐ The correction was re	etrospective	
To be completed	l by the secretary:			
I acknowledge t	hat my behaviour requ	ired correction and accept (	this correction with than	ıks.
		print name	signature	/ / date
To be completed	l by the secretary's sup	erior:		
I confirm that th	e required correction h	as been completed to my s	atisfaction.	
				/ /
			signature	date