



CITY CRUISES CANADA
POLICIES AND PROCEDURES

CREW PERFORMANCE FORM

Crew Name & ID#: Department:
Position Title: Supervisor's Name & ID#:

SUPERVISOR'S STATEMENT

Describe the incident: \* Dates \* Description of what happened \* Time \* Location \* Individuals involved \* Events that took place (Please attach notes if additional space is required)

[Empty box for supervisor's statement]

COUNSELLING FOR THE FOLLOWING CONDUCT OR PERFORMANCE:

\*Please note that future infractions of the same nature will result in further discipline up to and including employment separation.

CCC policy, procedure, or standard being reviewed: Date of conduct: / /
Day Month Year

[Empty box for counselling details]

ANY PREVIOUS COUNSELLING FOR SAME CONDUCT

Describe any prior counselling provided to the crew member concerning the same conduct including the date of counselling and roll-off date if applicable. (Please attach notes if additional space is required)

[Empty box for previous counselling]

COUNSELLING

- Verbal, Written, Suspension for \_\_\_ Days, Separation, Crew Action Plan

Copy of all policies provided to crew member [ ] Yes [ ] No

Dispute Resolution Procedure discussed with crew member [ ] Yes [ ] No

CREW MEMBER COMMENT

\*Crew member is encouraged to respond to the Supervisor's statement and propose solutions. (Please attach notes if additional space is required)

[Empty box for crew member comment]

DECLARATION

CERTIFICATION OF MANAGEMENT REPRESENTATIVE

I certify that I have discussed the discipline being issued with the crew member, fully explained the policy, conduct or performance being counselled.

Signature of Management Representative Date

ACKNOWLEDGEMENT OF CREW MEMBER

I acknowledge that I have discussed the discipline being issued and received a copy of this Crew Performance Form. I acknowledge that the policy, conduct, or performance being counselled has been explained. I understand that by signing below I am acknowledging receipt of this document and my signature does not necessarily constitute agreement with its contents.

Signature of Crew member Date