

# Volunteer Performance Management

## PERFORMANCE MANAGEMENT / DISCIPLINE INCIDENT

Volunteer's name: \_\_\_\_\_ Role: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Role: \_\_\_\_\_

Date of intervention  
(warning or reprimand): \_\_\_\_\_ Council: \_\_\_\_\_ Group: \_\_\_\_\_

Type of Warning:  Verbal  Written # \_\_\_\_\_

### Type of Performance Management / Discipline Incident:

Insubordination  Procedural Improper  Performance (Quality)  
 Behaviour (Code of Conduct)  Improper Conduct  Other \_\_\_\_\_

Description of specific performance problem—Code of Conduct violation, complaint, action and/or behaviour (include dates, names, places as required):

Volunteer's comments (explanation given by the volunteer):

Description of previous conversations about performance (if a repetition from previous conversation/intervention—warning and/or reprimand):

Specific statement of the expected performance, behaviours and associated timeline:

Specific clarification of consequences (if problem not resolved):

\_\_\_\_\_  
VOLUNTEER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

(As required) Volunteer was asked to sign this form on \_\_\_\_\_ but declined to sign.