

Feedback Log

Staff Member	Joe Bloggs
Team Manager	Jane Smith
Date	01/01/2018

Content of Feedback

Today you arrived back from lunch 3 minutes late and ate lunch at your desk after this time.

To make you aware, we need you back from breaks and lunches ready to work and on time to support the business and the brokers. Create also doesn't allow admins to eat lunch at their desks from a hygiene perspective.

Action(s)

Actions Agreed	Date For Follow Up:
Don't bring lunch in to the office areas, eat in the canteen. If you're going to be late back from lunch for any reason, make someone aware. However, this shouldn't be the case as you should plan your time effectively.	Ongoing

Staff Member Sign		Team Manager Sign		Date	
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