



COACHING – COUNSELING – DISCIPLINARY NOTICE

Security Professionals/Service Employees

Employee Name Cory Hofstad

Employee ID 9607518

Position Title Security Officer

Branch/Department Seattle/Ops

Client Site Fred Hutch

Supervisor Name Jessica Garcia

Union ☒ Yes ☐ No Union Name/Local ☒ SEIU 6 ☐ SPFPA

Probationary Period ☐ Currently ☒ Past

WORK HISTORY – PRIOR coaching/counseling or disciplinary action

Type of Action(s)	Date	Issued By	Description/Reason
<input type="checkbox"/> Verbal Warning			
<input type="checkbox"/> Written Warning			
<input type="checkbox"/> Final Warning			

CURRENT SITUATION – INFRACTION/PERFORMANCE ISSUE(S) – List as applicable. Attach additional pages if necessary.

- ☒ Work Rule Violation Inappropriate, abusive, offensive or aggressive language to Customers, fellow Employees, or the general public.
- ☐ Performance Dishonesty, fraud, or false statements of any kind including falsification of time sheets, injury or illness reports, incident reports, or other Company records or files, including careless or improper recording of information, and/or failure to report errors, mistakes or damage.
- ☐ Attendance Participating in an unsafe work practice, disregarding any established safety rule, violating the Company's safety program, or not reporting an on-the-job injury or illness immediately to the Employee's Manager or Supervisor.

FACTS – Provide details of the situation (Who, What, Where, When, How). Attach additional pages if necessary.

On Monday, October 9, 2023, at approximately 1850 hours, Security Officer (SO) Cory Hofstad falsely reported two leaks on separate floors 5 minutes apart that did not exist. When Engineering rushed to the scene SO Hofstad was running around yelling that the air was being vacuumed out of his lungs. When the Engineers attempted to speak with SO Hofstad he ran away talking to himself.

On Monday, October 9, 2023, at approximately 2353 hours, SO Hofstad sent a text message regarding the Fred Hutch Security coordinator to Account Manager (AM) Jessica Garcia. The text message stating "I recognized Anthony Jackson today from an assault cage at Fort Lawton. The victim was named Magret Johnson. I reported him to police."

On Tuesday, October 10, 2023, at approximately 1321 hours, SO Hofstad went onto Fred Hutch property. AM Garcia and Client Portfolio Manager (CPM) Andre Caron spoke with SO Hofstad. SO Hofstad made several statements such as:

- "I'll stomp him into the bushes."
- "Nigger ass the dog likes me, the boarder collie, my grandma goes here"
- "The CDC says the it has to be in there vacuum sealed and they are lying"

EXPECTATION – Detail the future behavior that is expected. Attach additional pages if necessary.

CORRECTIVE ACTION – Determine next steps, follow-up and/or consequences. Attach additional pages if necessary.

Due to the unprofessional behavior, and for violating the policies listed above, AUS leadership has elected to separate Security Officer Hofstad from employment with the company effective immediately.

DOCUMENTATION OF CORRECTIVE ACTION

- ☐ Verbal Warning ☐ Written Warning ☐ Final Warning ☒ Termination Effective Date _____
- ☐ Suspension* Dates of Suspension From _____ To _____ ☐ Paid ☐ Unpaid

*Unpaid disciplinary suspensions of greater than one day require review with Regional HR Manager or Director in advance

ACKNOWLEDGEMENT

I acknowledge that this Coaching-Counseling-Disciplinary Notice has been reviewed with me. By signing below, I acknowledge a copy has been given to me and that a copy will be placed in my personnel file. I understand that signing this document does not constitute agreement and I may provide a rebuttal statement which will also be placed in my personnel file. Any other performance deficiency and/or policy violations may result in further disciplinary action up to and including termination.

☐ Agree ☐ Disagree

Employee Comments:

Employee Name _____ Signature _____ Date _____

Manager/Supv Jessica Garcia Signature Jessica Garcia Date 10/14/2023

Witness Name ANDRE D. CARON CPA Signature [Signature] Date 10/14/23

☐ Original to HR - Personnel File ☐ Copy - Employee (☐ Declined) ☐ Copy - Supervisor

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