|  |
| --- |
| **Employee Name:**  Tanveer Bhuiyan  **Employee ID (from UltiPro):** 200205 |

**Corrective Action Documentation**

**Please type all information**

|  |  |
| --- | --- |
| **Employee Name:** Tanveer Bhuiyan | **Job Title: Software Quality Analyst** |
| **Employee Location:** MiramarClick here to | **Manager Name:**  Meredith EtueClick **here to enter** |

|  |  |  |
| --- | --- | --- |
| **Type of Corrective Action:  Verbal  Written  Final Warning  Termination** | | |
| **Reason for Corrective Action**: **Misconduct Absenteeism Tardiness Violation of Policy Performance** | | |
| **Description of Reason for Corrective Action:**  For Sprint 2523 that ended on December 15, 2023, you were asked to complete a minimum of 12 points but only completed 8 points: TC-6074, TC-6079, TC-6070, TC-6118. The assigned Test Cases for HLA and HPA Antigen Entry and Test Runs for Special Releases were reviewed upon completion. During the review the following errors where found:   * Test cases that you had completed needed to be reopened due to significant errors * After an extensive call with the Senior SQA to review what needed to be updated, the errors were still not corrected and the test cases had to be reopened again * The Special Releases tickets were closed but were not tested correctly and had to be reopened which determined there was still a bug.   This is in direct violation of ARC-One HR Policy 4.2, Employee Conduct states:  It is the policy of OneBlood, Inc. along with its subsidiaries and affiliates (collectively, “OneBlood”) to set certain universal standards of conduct for employees. Conduct that interferes with OneBlood operations, discredits or negatively affects OneBlood, and/or is offensive to employee, donors, or other business contracts is unacceptable.  X. Inability or failure to perform job duties satisfactorily.  **Next Steps:**  Tanveer, you have failed to demonstrate your ability to perform satisfactorily as a Software Quality Analyst. Effective immediately your employment with ARC-One is terminated. | | |
| *I acknowledge receipt of this corrective action and that its contents have been discussed with me.  I understand that my signature does not necessarily indicate agreement or disagreement*.  **Employee Signature: Tanveer bhuiyan Date: 12/21/2023** | | |
| ***Approvals*** | | |
| **1st Level Leader:** |  | **Date:** |
| **2nd Level Leader:** |  | **Date:** |
| **Human Resources:** |  | **Date:** |