

REAL

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SERVICES

**WOGAN  
GROUP**

GREATER.

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## Employee Counseling Procedure

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### Counseling Discussion:

- Discuss circumstances for counseling need with immediate supervisor.

### Verbal Warning:

- Complete verbal section of the *Corrective Action Form* and email it to [HR@wogangroup.com](mailto:HR@wogangroup.com).

### Written Corrective Action:

- Complete written section of the *Corrective Action Form*.
- Email a copy of the written warning with employee's signature to [HR@wogangroup.com](mailto:HR@wogangroup.com).

### Final Warning:

- Discuss decision to terminate with immediate supervisor.
- Complete final section of the *Corrective Action Form* and email to [HR@wogangroup.com](mailto:HR@wogangroup.com).