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Terry Decker

TO: Joel Tapia
FROM: Sal Gumina
DATE: 10/2/2015
SUBJECT: Conference Summary

This is to summarize our conference of October 1, 2015.

During the conference, I informed you that a female employee brought to my attention that on numerous occasions you had touched her, and made comments about what she was wearing, and how she wore her hair.

The employee stated that when you touched her, or made comments about her attire, or how she looked, it was unnecessary, unprofessional, and made her feel uncomfortable.

In your response to these allegations, you stated you could not recall/remember any time that you had touched any staff member inappropriately.

I emphasized to you, the employee did not believe that the touching was inappropriate, rather, just being touched made her feel uncomfortable.

The employee stated she did not want to file a formal complaint, she just wanted it to stop.

At the conclusion of our meeting, you were directed to not touch any staff member other than regular work interaction (i.e. handshake), or in the case of an emergency situations or incident.

If you have any questions, or if there is any assistance I can provide, please do not hesitate to contact me.