**General Performance Expectation Guidelines**

Part of continued professional growth is constructive performance feedback. Your supervisor will provide you with on-going support and feedback as well as an individualized, formal annual performance review at their discretion. We encourage you to solicit additional feedback and seek clarification of expectations.

In the event of policy violations or unsatisfactory performance, the following actions may be taken by your supervisor to address situations that need improvement in order for the employment relationship to continue successfully:

Verbal discussion and written documentation reiterating the verbal discussion

Written warning detailing consequences for future non-performance/non-compliance

Your supervisor will take the disciplinary action deemed appropriate within the above-stated guidelines and with consideration given to the severity of the infraction and other relevant factors**. However, you are an employee at will and there is no requirement or guarantee that the above three steps will be followed and termination may be immediate if a supervisor believes that the infraction warrants it.** Generally, dishonest, unethical, or illegal conduct will result in immediate termination. This behavior may include, but is not limited to:

abuse, misuse, or misappropriation of any Books and Beyond property (physical or intellectual)

possession of or working under the influence of a controlled substance(s) or alcohol

possession of a weapon(s) on company premises or off premises in the performance of company duties

conducting personal business, including outside employment, on company time or with company equipment, supplies, or other material

falsification, misinterpretation, omission of information on company documents, including making entries on another employee's time record

insubordination, willful disregard, or disrespect toward a supervisor, including refusal to perform work as assigned

fighting, horseplay, practical jokes, or other disorderly unsafe conduct that may endanger a co-worker or client

disclosing confidential and proprietary company information to competitors, clients, or their employees

engaging in harassment of a client or co-worker for any reason, including making unwelcome advances, request for sexual favors, or other verbal or physical expression of a sexual nature

engaging in conduct that adversely affects Books and Beyond's products, reputation, or good will in the community

In specific situations these behaviors may not only result in termination, but may also be prosecutable by law. Books and Beyond will cooperate with all law enforcement agencies in such situations.