

AVOID CLAIMS | EXERCISE C.A.R.E.

- ☐ **C**learly **C**ommunicate performance and behavior expectations
- ☐ **A**dminister and **A**pply policies and procedures consistently
- ☐ **R**ecord key facts. **R**eview the **R**ecords to ensure you avoid:
 - ☐ Unnecessary personal comments
 - ☐ Unsubstantiated overstatements
 - ☐ Acting on speculation or assumption
 - ☐ Emotionally charged language
 - ☐ Being incomplete, incorrect, or inconsistent
 - ☐ Bias, prejudice, or favoritism
 - ☐ Conflicts of interest or ulterior motives
 - ☐ References to protected class or activity
- ☐ **E**valuate before you terminate. **E**ngage help **E**arly: HR, Counsel.