

interoffice
MEMORANDUM

to: Human Resources Manager
from: Financial Controller (AG)
subject: Miss Lisa Marshall
date: May 2, 1997

I met with ~~Miss Lisa~~ Marshall along with Mrs. Edwards-Small and Mrs. Belgrave on April 24, 1997. The purpose of this meeting was to discuss the behaviour of Miss Marshall toward Mrs. Belgrave during Mrs. Edwards-Small's absence and her attitude toward her regular duties as assigned by her supervisor.

Mrs. Belgrave complaints included:

1. Miss Marshall was very rude to her and often ignored her instructions. Mrs. Belgrave was repeatedly told by Miss Marshall that her instructions were not consistent with those of Mrs. Edwards-Small.
2. Miss Marshall constantly neglected to sign the attendance registers even when reminded to do so.

Both Mrs. Belgrave and Mrs. Edwards-Small reported that Miss Marshall does very little work and undertakes tasks that are occasionally assigned to her only after much protest.

Miss Marshall sat quietly during this meeting and refused to comment on the allegations made. However, prior to this meeting Miss Marshall approached me and requested a transfer from the Statistical Department citing that she is constantly badgered by her supervisors and would prefer to work in another area of activity.

I also spoke to Miss Marshall regarding Mrs. Edwards-Small's complaint of her lying on the floor. She informed me that she was not well and using medication which makes her sleepy and dizzy, and resting in a horizontal position relieves the dizziness. I communicated to her that the floor was an inappropriate place for her to be resting as this was a place of business. She assured me that it will not happen again.

The relationship between Miss Marshall and her superiors is obviously very strained. All parties refused to give any reasons for the current state of their working relationships. I am therefore requesting that you assist me by recommending the next course of action.

Yours truly,

Fay Weekes

Fay Weekes

*Mrs. Cox
to make an appt for Miss
Marshall to see me at
11.00 am 97-05-06.*

97-05-06

*Held discussions with Ms Marshall
Personal differences appear to be a
the root of the problems between
Miss Marshall and Mrs Edwards
Small on the one hand, and
between Miss Marshall and
the other.*