



## EMPLOYEE RELEASE OF ASSIGNMENT FORM

Employee Name: **Anthony Cates**

Release Date: **April 16, 2021**

Reason for Release: **Policy Violation**

Explanation for Release: Violation of our Anti-harassment policy. You are being released from your assignment at Branding Iron due to violation of our company's anti-harassment policy. As stated in the Employee Handbook, sexual harassment is strictly prohibited and will not be tolerated. On Friday, April 16, 2021 it was brought to our attention that you were making unwanted sexual comments to female co-workers. After a careful review of the facts surrounding the circumstances involving your violation, the decision was made to release you from your assignment effective immediately as the company has a Zero Tolerance Policy for such behavior.

Is this Employee Eligible for Rehire:  Yes  No

*Anthony refused to sign*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: *Lori Hausar* Date: *4-16-2021*