



"your workforce management & staffing experts"

June 11, 2020

To: Chase Monson

Subject: Suspension from Work

Chase,

This letter is to inform you that you are being suspended without pay for today, June 11, 2020. You will report back to work on Friday, June 12, 2020.

This disciplinary action is based on your falsifying company documents on Friday, June 5th. You documented that the USDA Seal and EST Number were present on the carton at 4:57pm, 6:18pm and 7:43pm. During this time, the EST number was not printed on the carton.

You also received a written warning on 05/12/2020 for failing to verify product specifications. Each of these matters by itself is serious and warrants discipline. In combination, the actions become more significant.

These actions also violate the Behavior and Standards of Conduct policies as outline in the Employee Handbook.

Any future violations of company policies and procedures will result in termination.

It is strongly recommended that you give the above warning/suspension serious consideration throughout the remainder of your employment at Branding Iron.

Regards,

A handwritten signature in blue ink that reads "Christine Dockendorf". The signature is written over a horizontal line.

Christine Dockendorf
QA Manager

A handwritten signature in blue ink that reads "Chase Monson". The signature is written over a horizontal line.

Employee Signature

A handwritten date in blue ink that reads "06-11-2020". The date is written over a horizontal line.

Date

Data Table

6/10/2020 7:54 AM

Date/Time	Operator	Test Name	Number good	Pallet Number
6/5/2020 16:57:19	CMONSON	USDA SEAL AND/OR EST# MISSI...	1	1
6/5/2020 18:18:31	CMONSON	USDA SEAL AND/OR EST# MISSI...	1	4
6/5/2020 19:43:09	CMONSON	USDA SEAL AND/OR EST# MISSI...	1	9
6/5/2020 21:36:33	CMONSON	USDA SEAL AND/OR EST# MISSI...	1	16
6/5/2020 22:34:57	CMONSON	USDA SEAL AND/OR EST# MISSI...	1	20