



*"your workforce management & staffing experts"*

December 22, 2022

David Dalland  
525 9<sup>th</sup> Ave North  
Apt203  
St. Cloud, MN 56303

David,

This letter constitutes official notice of your suspension without pay for two days due to your misconduct of consuming alcoholic beverages before coming to work on December 21, 2022. The effective date of your suspension are December 22 and December 26, 2022. And you are expected to report back to duty on Tuesday December 27, 2022.

Specifically, on December 21, 2022, at approximately 4:30pm it was reported that there was a distinct smell of alcohol on your breath. When asked if you had been drinking you indicated that you did have a drink before noon that day. According to the Drug and Alcohol Policy under **Section IV, Provisions A**

**No employee shall report to work under the influence of alcohol, any controlled substances, or any other drugs or medications that may affect the employee's alertness, coordination, reaction, response, judgement, decision-making, or safety.**

You are advised not to repeat such incidents in the future. Management will be forced to take necessary disciplinary action if you continue to show such unacceptable act, which may ultimately result in your release of assignment at Branding Iron.

This letter will be placed in your personnel employment file. Please acknowledge receipt of this letter by signing below.

Regards,

A handwritten signature in black ink, appearing to read "Mark Reinarts", written over a horizontal line.

Mark Reinarts  
Operations Manager

David Dalland

A handwritten signature in black ink, appearing to read "David Dalland", written over a horizontal line.