



"your workforce management & staffing experts"

June 9, 2022

JB Zimmer
1340-13th Street Circle
#203
Sauk Rapids, MN 56379

JB,

This letter constitutes official notice of your suspension without pay for 2 working days due to your misconduct involving the possession of alcohol while on company premises on June 8, 2022. The effective dates of your suspension are June 9 and June 10, 2022, and you are expected to report back to duty on Monday, June 13, 2022.

Specifically, on June 8, 2022, at approximately 7:45 p.m. you were observed with a bottle of alcohol in your vehicle. According to the Behavior and Standards of Conduct in the Employee Handbook, the possession of alcohol on Branding Iron property or during work time is prohibited.

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 acts, 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 blue ink, appearing to read "Mark Reinarts", written over a horizontal line.

Mark Reinarts
Operations Manager

JB Zimmer

A handwritten signature in blue ink, appearing to read "JB Zimmer", written over a horizontal line.