



"your workforce management & staffing experts"

August 30, 2023

Justin Floyd
3220 Veterans Drive
Apt #7
St. Cloud, Mn 56303

Subject: Release of Assignment due to violation of Branding Iron's Recreational (Cannabis) Use Policy
Justin,

On Tuesday, August 29, 2023, at approx. 8:15 pm you were observed smoking marijuana at the picnic table outside on the company premises. When confronted with the situation by Dave Kauder, Production Supervisor, you admitted to smoking marijuana. On August 3, 2023, you received and signed Branding Iron's Recreation Marijuana (Cannabis) Policy. Due to the fact that you were aware of the policy and the safety-sensitive nature of your position as a machine operator, you are being Released from Your Assignment at Branding Iron effective immediately.

Mark Reinarts
Operations Manager

A handwritten signature in blue ink, appearing to read 'Mark Reinarts', is written over a horizontal line.

Justin Floyd

A handwritten signature in blue ink, appearing to read 'Justin Floyd', is written over a horizontal line.

Date: 08-30-2023



Recreational Marijuana (Cannabis) Use Policy

Effective August 1, 2023

PURPOSE

Branding Iron is committed to ensuring a safe, healthy, and productive work environment for all employees. Using cannabis in the workplace poses a danger to yourself and everyone that works here. For these reasons, Branding Iron prohibits the use of any form of cannabis in the workplace. Compliance with this policy is a condition of continued employment for all employees.

Branding Iron complies with all state and federal laws and regulations regarding cannabis use. This policy addresses the prohibition against possession, selling, transferring or the use of cannabis in the workplace.

PROHIBITED CONDUCT

Employees are prohibited from reporting to work or working while under the influence of cannabis, which can adversely affect their ability to perform their job duties safely and effectively.

Employees are further prohibited from cannabis use, possession, impairment, sale or transfer on Company property or in Company vehicles.

The use of cannabis products consists of but is not limited to the following forms of ingestion: Smoking, Edibles, Pills, Capsules, Tablets, Powder, Transdermal Patches, Vaping, Tinctures, and Cannabis Topicals or the use of any products containing cannabis flower, lower-potency hemp edibles, and other hemp-derived consumer products. Employees are prohibited from consuming, smoking, or otherwise ingesting cannabis during work hours, including during meal and rest breaks.

For the purpose of this policy all property, facilities, buildings, structures, installations, work locations, work areas, or vehicles are owned, operated, leased, or under the control of the Company entity to which such premises or property pertains. Private vehicles parked on company premises or properties are also included under this definition. Although the vehicle used by an employee is not under the control of the Company, this Policy shall be construed as prohibiting the use of substances by the employee in such vehicle.

Branding Iron does not accommodate the medical use of cannabis in the workplace. Employees, including state-authorized medical cannabis users, are prohibited from using cannabis while at work.

VIOLATIONS OF EMPLOYER'S CANNABIS USE POLICY

Employees who fail to comply with Branding Iron 's Cannabis Use Policy are subject to discipline, up to and including termination.

Printed Name: Justin Floyd

Employee Signature: [Handwritten Signature]

Date: 8/3/23