



EMPLOYEE TERMINATION FORM

Employee Name: **Spencer Moon**

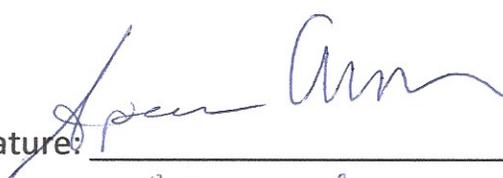
Termination Date: **8-24-18**

Reason for Termination:

- | | |
|--|--|
| <input type="checkbox"/> Voluntary Resignation | <input type="checkbox"/> Job Abandonment |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Permanent/Temporary Layoff |
| <input checked="" type="checkbox"/> Policy Violation | <input type="checkbox"/> Unacceptable Work Performance |

Explanation for Dismissal: **On Thursday, August 23, 2018, Spencer was observed taking a bottle of disinfectant cleaner off of the break table and putting it in his backpack and walking out the door with it. This is a clear violation of policy. Spencer failed to comply with the Conditions of Employment statement found on Pages 19/20 of the Branding Iron/ESSG handbook, which he received and signed on 3-22-18.**

Is this Employee Eligible for Rehire: Yes No

Employee Signature:  Date: 8-24-18

Manager Signature:  Date: 8-24-18

RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that I have read the Employer Solutions Staffing Group LLC Temporary Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with ESSG is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement, express or implied, providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, ESSG reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG.

DATE 3-22-2018

EMPLOYEE NAME Spencer Moon

PLEASE PRINT

EMPLOYEE SIGNATURE Spencer Moon

ESSG REPRESENTATIVE Lauri Kaiser



ACKNOWLEDGMENT

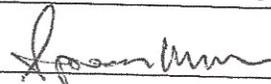
The associate handbook was reviewed with me, and I have received my personal copy. I also acknowledge that I have been given the opportunity to ask questions and express concerns during my orientation. Additionally, I understand and support the following:

1. This handbook is intended as a guide and **not** an employment agreement that creates a contractual relationship, and that the employment relationship may be terminated at the will of either party at any time.
2. The changing needs of the business will require alteration in method, practices and policies, and the company will unilaterally revise, as necessary, to meet these changing needs.
3. I agree to **notify** my CMG/ESSG Consultant **immediately** of any change in my personal data such as phone number, address, emergency notification, etc.
4. I am responsible for the information provided herein and will, upon my separation, return this handbook to my CMG/ESSG Consultant.

Date:

3-22-2018

Associate's Signature:



Associate's Printed Name:

SPENCER MIRON

Orientation provided by:

Lou Kaur

On August 23rd, 2018 around 7:40 a.m. Spencer Moon was witnessed by another employee as he took a bottle of disinfectant from the lunchroom table and stuck it in his backpack. Spencer told me before this happened that when he got home he was going to do some cleaning around the house. He then clocked out and left the building.

Nick Rausch – Production Supervisor

Nick Rausch

I Rick Coenen was
Coming back from Break
at APPROX. 740 AM on 8-23-18
and observed Spencer Moon
grab a bottle of cleaner
off the break room table
walk towards the bathroom
unzipped his back pack &
put it in his back pack
& zipped it back up

Rick Coenen
8-23-18