



June 10, 2025

Tonya Anderson
1617 1st St N
St. Cloud, MN 56303

Tonya,

This letter serves as a **formal written warning** regarding a serious incident that occurred on June 4, 2025. It has been reported that, during a conversation with your supervisor regarding your assigned tasks, you stated: "**I will gut you.**"

Such language is **unacceptable, threatening, and violates our company's Code of Conduct and Workplace Violence Prevention Policy.** It creates a hostile and unsafe work environment and will not be tolerated under any circumstances.

Please be advised of the following:

- **This is considered a serious disciplinary matter.**
- Any future use of threatening, abusive, or inappropriate language will result in further disciplinary action, up to and including **Release of Assignment from Branding Iron.**
- You are expected to maintain a professional and respectful demeanor at all times, especially when communicating with supervisors and colleagues.

We expect immediate and sustained improvement in your behavior.

Sincerely,

A handwritten signature in blue ink that reads "Lori Larson".

Lori Larson
HR Manager
Branding Iron

Acknowledgment of Receipt:

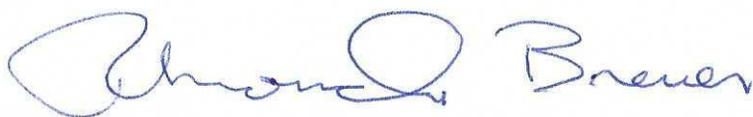
I acknowledge receipt of this warning letter and understand its contents.

Employee Signature *[Handwritten Signature]*
Date: 6-10-25

Manager Signature *[Handwritten Signature]*
Date: 6-10-25

On Wednesday, June 4th 2025, Tonya and Jeff were working together on line 1 & 2. There was multiple changeovers on Retail line. Tonya needed more training on how to do changeovers so I instructed Jeff to work closely with her since he was her trainer. I went into the production area to check on how things were going around 7 pm. Jeff was standing next to line 1 & 2 and I noticed that the line was getting ready to do the last changeover for the night on this line. I approached Jeff and he seemed really upset. I asked where Tonya was and he said that he did not know. He said that he told Tonya that there was one lugger left before changeover. Tonya told Jeff that she needed to do a few things and left. He said that he was frustrated with her because she left knowing that changeover was coming up and that he was going to complete the changeover by himself.

I located Tonya and asked her to come to the conference room with me because I wanted to hear her side of the story. She told me that she thought Jeff said that changeover was in one hour so she did the Sanova check and Grinding check. It clearly seemed to be a miscommunication between the two employees. I then took this opportunity to discuss with her changeovers in general and how to prioritize tasks since this can be a very busy time. I informed her that when she sees the white patty paper on the luggers of meat - that signals that a changeover is about to happen and you need to stay on the production floor and close to the line. I said that metal detection doesn't need to be done every hour exactly. We try to do it every hour but there may be circumstances on the production floor that prevent an employee from doing it hourly. In our HACCP Plan, the frequency of this CCP (metal detection) states that at a very minimum, it must be done 3 times a shift. After I said that to Tonya, she said to me in these exact words "I will gut you." There was no expression in her face and she stared directly at me when she said it. I told her that I know that she is very frustrated right now. She said that Jeff makes her feel incompetent. I didn't address her comment to me at the time since I was very angry with her and I wanted to de-escalate things between her and Jeff before I left for the night. I also wanted to give her an opportunity to come to me and apologize for the incredibly inappropriate comment (threat) she said to me but she didn't.

 Brandon Brewer