

To:
From: Corporate Administration
Date:
Subject: Internal Investigation

Our Company has been made aware of the following issues related to the General Operation of the Company that could effect the business operation of the Company:

- Suspected loss of property and/or monies from the Companies Assets and/or inventory.
- Alleged Complaint of Sexual Harassment.
- Alleged Complaint of Discrimination
- Alleged Complaint of Work Place Threats and/or Violence.

Subsequently the Officers of the Company have authorized an Internal Investigation into this matter.

Our Company has retained the Services of Lindsey & Associates - Private Investigations to conduct this Investigation.

As an Employee of this Company you are hereby instructed to cooperate fully with any representative of Lindsey & Associates Private Investigations and/or the Company in this investigation; and you are to keep all matters pertaining to this investigation strictly confidential. You shall not release any information pertaining to this investigation to any person(s) without prior approval of the Company or Lindsey & Associates.

Failure to comply with these instructions may lead to disciplinary action up to and including termination as well as other administrative or civil remedies.

Best Regards
