

**From:** "Jeanne Brennan" <[REDACTED]>  
**To:** "[REDACTED]" <[REDACTED]>, "Darren Indyke" <[REDACTED]>  
**Cc:** "Richard Kahn \ (Gmail Contact\)" <[REDACTED]>, "Una Pascal" <[REDACTED]>, "Lesley Groff" <[REDACTED]>  
**Subject:** RE: IG\_EMPLOYMENT\_POLICY\_122411  
**Date:** Tue, 27 Dec 2011 11:38:20 +0000

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OK

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**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Saturday, December 24, 2011 11:06 AM  
**To:** Darren Indyke  
**Cc:** Jeanne; Richard Kahn (Gmail Contact); Una Pascal; Lesley Groff  
**Subject:** IG\_EMPLOYMENT\_POLICY\_122411

*Good Morning to all,*

*FYI - The new IG Employment Policy, Confidentiality Agreement & I-9 Form were given to employees yesterday (12/23/11)*

*As of date there are still 12 employees that have not received their new Policies, due to being on vacation. The final employee returns back to work 1/11/11.*

*There has already been a great deal of reaction & comment about the new Policy, all will be addressed on a one to one bases*

*I have also updated the Timeclock reflecting the changes to non payment for holidays, personal days, Una you and I can review this and the changes that will need to be made to the Workbook when you have time*

*Warmest regards*

[REDACTED]

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