



## Memorandum

Date: October 1, 2013

**To:** All employees

**From:** Edward Mike Davis

It has come to my attention that approximately 20% of our employee expenses appear to be inaccurate. There may be a number of reasons for this large discrepancy in report and use of funds: lax reporting, unnecessary calls, food, and drink. But, I believe the main reason for this cause is my behavior as owner and CEO.

As a leader I must look at myself to see what has been transpiring, and in doing so, I realize that I have failed in my capacity to lead. I have alienated and created a working environment that does not promote togetherness, camaraderie, and trust. This is all about to change.

I am announcing that from here on I will be taking on additional duties that include, but are not limited to, having personnel meetings to understand what we can do to better support you and what difficulties you may be experiencing, how we may create a better working environment, and simply getting to know you better. I will also be saying hello and speaking to employees regularly as part of our daily contact with one another.

I am taking these steps to ensure that our company, which means a great deal to me personally as well as professionally, continues to grow and succeed as I know it can, and will.

I ask that all employees take more care in your expense reporting and in some cases, cease false reporting. If not, some employees will be let go, unfortunately for them because as an organization, we are turning the corner and will be doing great things together.

Thank you,

Edward "Mike" Davis