



DEPARTMENT OF
ADMINISTRATIVE PERSONNEL
Next Generation Gaming, LLC

DISCIPLINARY NOTICE

Staff Member Name: *Sang, Steeze, Winston*

Date: *12/8/2013*

Action:

☐ Formal Warning

☒ Suspension

☐ Demotion

☐ Termination

☒ Probation

☐ Loss of Position

☐ Removal of Position

Infraction Points: 3

- **Statement of the problem (violation of rules, policies, standards, practices or unsatisfactory performance):**

Sang, Steeze, and Winston failed to meet the minimum shift requirement this week. The minimum shift requirement for General Administrators is fifteen (15) shifts per week. Shift General Administrators must complete nine (9) shifts per week in their selective zones.

- **Prior discussion or warnings on this subject (oral, written, dates):**

Code of Conduct

Master Policy

- **Statement of company policy on this subject:**

4. PROFESSIONAL COMPETENCE

☐ *A member should not undertake or continue with any professional services which he is not competent to carry out unless competent advice and assistance is obtained so as to enable him to satisfactorily perform such services. If a member does not have the competence to perform a specific part of the professional service, technical advice may be sought from experts such as other members, lawyers, actuaries, engineers, geologists and values.*

☐ *A member has a responsibility to keep himself up-to-date in whatever field of activity he is engaged. Next Generation Gaming, LLC - Code of Conduct and Agreements*

☐ *A member should maintain his professional knowledge and skill. This requires a continuing awareness of developments in the accountancy profession including relevant national and international pronouncements on accounting, auditing and other relevant regulations and statutory requirements.*

☐ *All members should adopt a programme of continuing professional education. Guidance is issued by the Institute from time to time.*

Section 4.12.1 Insubordination Policy

Staff Members are required to obey company directives issued by their superiors, supervisors, or Directors. A refusal to obey a Supervisor's order or a lack of respect directed toward that Supervisor will subject that staff member to the organizations progressive step discipline program.

- **Summary of correction action to be taken:**

Sang, Steeze, and Winston will all be suspended for forty-eight hours, after suspension they will be placed on a thirty day probationary period. If they do not meet the minimum requirements next week they will be suspended pending the Executive Director.

- **Consequences of failure to improve performance or correct behavior:**

Suspension and/or Termination

Signed,
Kevin Hamm

Kevin Hamm

Director of Administrative Personnel
Next Generation Gaming, LLC.