

Nishnawbe-Aski Legal Services Corporation

ᐱᐢᐣᐣᐣᐣᐣᐣ ᐱᐢᐣᐣᐣᐣᐣᐣ ᐱᐢᐣᐣᐣᐣᐣᐣ ᐱᐢᐣᐣᐣᐣᐣᐣ ᐱᐢᐣᐣᐣᐣᐣᐣ
L "rCLR.Δᐣ

March 22, 2024

PRIVATE AND CONFIDENTIAL

Susan Cheechoo
PO Box 292
Moose Factory, Ontario
P0L 1W0

Mailing Address:

101 Syndicate Ave, N
Thunder Bay, Ontario
P7B 2V3

Tel: (807) 622-1413
Fax: (807) 622-3024

Email:
info@nanlegal.on.ca

Website:
Http://www.nanlegal.on.ca



Head Office:

678 City Road, Fort
William First Nation ON
P7J 1K3

Dear Ms. Cheechoo:

We regret to inform you to that your employment with Nishnawbe-Aski Legal Services (“NALSC”) is terminated with cause effective today **March 22, 2024** (the “Termination Date”) for insubordination for failing to comply with clear instructions to **not** communicate with the NALSC Moosonee office landlord.

The purpose of this letter is to serve as formal notice of that termination and explain your entitlements upon termination.

On the next scheduled payroll after the Termination Date you will receive your legal entitlements pursuant to the *Employment Standards Act, 2000*, including any outstanding earnings and any outstanding vacation pay earned but not taken.

You are required to contact your manager, **Carol Buswa**, at cbuswa@nanlegal.on.ca to arrange for the return to all corporate property in your possession including, but not limited to:

- Cell phone and charger.
- Passwords to all programs, software, and equipment.
- Electronic devices - printer, laptop, desktop, or any office equipment you may have.
- All documents including client files.

All the above is to be returned to the corporation in good working condition.

NALSC will submit your Record of Employment to Service Canada electronically within five (5) calendar days after the end of the pay period in which you experience an interruption of earnings.

Should you need to discuss any further details, please contact Colette Shwetz at cshwetz@nanlegal.on.ca

Susan, despite the employment relationship coming to an end, we remind you that your duty of confidentiality to NALSC and its clients continues to apply, and we expect that you will preserve confidentiality going forward. If you have any questions about what constitutes confidential information, or your obligations in this regard, please contact human resources for direction.

Yours truly,

Nishnawbe-Aski Legal Services Corporation

A handwritten signature in black ink, appearing to read "Colette Shwetz". The signature is fluid and cursive, with a large loop at the end.

Colette Shwetz
Director of Human Resources

Cc: Finance Department