Nishnawbe-Aski Legal Services Corporation

March 22, 2024

PRIVATE AND CONFIDENTIAL

Donny Sutherland 44 Shanwayshoo St. Constance Lake, ON P0L1B0

Dear Mr. Sutherland:

We regret to inform you to that your employment with Nishnawbe-Aski Legal Services ("NALSC") is terminated without cause effective today **March 22, 2024** (the "Termination Date"). The purpose of this letter is to serve as formal notice of that termination and explain your entitlements upon termination.

In accordance with Ontario's *Employment Standards Act, 2000*, the terms of your employment contract and your length of service (Less than 1yr) NALSC is providing you pay in lieu of notice equivalent to your regular salary for one (1) week beyond the Termination Date. You will continue to accrue vacation pay for the statutory one (1) week termination period. If you are enrolled in the health benefits and pension programs, these supplementary aspects of your remuneration will cease at the end of the statutory one (1) week termination period (i.e. March 29, 2024)

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.

The above payments are inclusive of, and not in addition to, your entitlements pursuant to the *Employment Standards Act*, 2000, contract and the common law. For clarity, the above payments are subject to the applicable statutory deductions and withholdings.

You are required to contact your manager, **Leahan Parrott**, at lparrott@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 such as a printer, laptop, 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

Mailing Address:

86 S. Cumberland Street 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:

109 Mission Rd, Fort William First Nation, ON P7J 1K7 Donny, 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.

We thank you for your service to NALSC and extend our best wishes to you in your future endeavors.

Yours truly,

Nishnawbe-Aski Legal Services Corporation

Colette Shwetz

Director of Human Resources

Cc: Finance Department