THE Russell Inn

HOTEL & CONFERENCE CENTRE

December 5, 2025

Re: Workplace Respect and Care for Company Property

Dear Staff,

We are all part of this community and this business together, and with that comes a shared responsibility to be kind and respectful to one another. Respect, however, has to go both ways.

Over the past few months, we've noticed some items in our workplaces have gone missing. Some examples include toilet paper, paper towels, knife, towels, blankets, and more. These are just some examples that pop to mind – but the items, extras, usages, or shortages encompass every department.

The purpose of this note is not to catch you and dismiss you. We have an agreement (employment agreement) and we've lived up to our end of the agreement. For those of you taking "extra", you are not respecting our agreement. This is not fair to us or your coworkers, and we kindly ask that you stop. The onus however is on everyone: if you see this behaviour, it's also your responsibility to stop it on the spot or report it.

If you would like to borrow a company item or are not sure what is a freebee, please always check with your Manager. Best practice is that any items that are freebees or loans are distributed directly by your Manager.

If you have any questions or concerns, please contact me directly.

Thank you,

Daymon Guillas
Owner/General Manager
Russell Inns Ltd.

DG/lb

For your enjoyment...

- *Indoor Pool and Water Slide*
- *Toddler Pool and Hot Tub*
- *Fitness Room*
- *Two-Room Suites and Trundle Rooms*
- *Conference Centre*

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