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Via Electronic Mail

wetheorganization@pensacolahumane.org

December 9, 2022

IMMEDIATE CEASE AND DESIST

To Whom It May Concern,

I represent the Pensacola Humane Society. Some members of the Board of Directors, as well as some volunteers and donors, are in receipt of the alleged December 8, 2022 press release sent from this email address. Please be advised that several statements are patently false and any publication of those statements may be considered defamatory. Several statements appear to be based upon incomplete or wholly inaccurate information. Pursuant to our policies, we will investigate the claims that we do not know to be false. However, our investigation is hindered by the fact that this statement is anonymous and does not contain specific dates, times, and witnesses. We encourage all employees to follow the Whistleblower Protection Policy to report any perceived violations of laws or regulations. We emphasize that our policy prohibits retaliation for good faith reports of an ethics violation or a suspected violation of the law. Perceived violations should be reported to the Interim Executive Director at manda@pensacolahumane.org and Vice President, Andy Barnes, andy87barnes@gmail.com.

You are reminded that no employees are permitted to work overtime and working off the clock is similarly prohibited and a basis for termination.

We demand the following:

1. Cease and desist publication of defamatory false statements.
2. Cease and desist unauthorized use of Pensacola Humane Society letterhead.
3. Cease and desist violation of duty of loyalty and duty of good faith and fair dealing. We remind you that financial documents prepared for board meetings and executive committee meetings are confidential and you may have a fiduciary duty to maintain the confidentiality of those records.
4. Cease and desist publication of confidential financial information.
5. Cease and desist using the unauthorized email account wetheorganization@pensacolahumane.org and representing your communications as

communications of the Pensacola Humane Society. This activity may be construed as violation of the Computer Fraud and Abuse Act.

Please be advised that any and all press inquiries must be directed to the Chair of the organization.

Again, we maintain an open door to listen to valid concerns reported in **good faith**. Please utilize the appropriate avenues to better facilitate full investigation of any concerns and keep in mind that some information is known only to the Executive Committee by necessity.

As the defamatory statements in the press release may result in legal action, you must preserve all evidence, tangible and electronic, related to this matter. Your obligation to preserve evidence extends to your personal devices, records and accounts. Any destruction of evidence may result in appropriate sanctions.

While the Pensacola Humane Society would prefer to resolve this matter without resorting to formal legal proceedings, please be advised that it takes this matter extremely seriously and, if necessary, will take appropriate legal action to vindicate its rights and to protect its integrity and reputation. Please provide a list of the email addresses, names, and mailing addresses of the entities or individuals to whom the December 8, 2022 Press Release was disseminated no later than close of business of **December 12, 2022** to jrichardson@esclaw.com.

Sincerely,

Jennifer Shoaf Richardson
For the Firm

JSR/adk

CC: Executive Committee