



July 7, 2025

Dear Jessica,

Please be advised that you are being placed on paid administrative leave effective July 7, 2025. You shall remain on this leave pending the completion of an ongoing investigation pertaining to allegations of workplace misconduct and violation of DCU policies.

You are to continue to remain away from your primary work location as well as all other Digital Federal Credit Union locations unless you have received prior authorization from a member of the People Experience Team. During this period of paid administrative leave, you are to remain available for any additional meetings, interviews, or questions, and participate fully in the investigation.

Additionally, do not make contact with anyone from DCU with the exception of Employee Relations during your time on paid admin leave. Employee Relations or department management will reach out to you when the investigation has concluded to communicate next steps.

Please also be advised that there should not be any attempts or acts to interfere with the investigation or violate any of the provisions set forth within this letter. Any violation or interference could subject you to discipline up to and including termination. Thank you for your cooperation in this important matter.

Sincerely,

Marshall Erickson

Marshall Erickson
Manager PXD Business Partner