



LEIVINGSTON GROUP, LLC

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MEMORANDUM

TO: All Levingston Employees
FROM: Mark G. Nixon *mgn*
RE: 2020 Hurricane Season
DATE: June 3, 2020

The 2020 hurricane season runs from June 1, 2020 to November 30, 2020. As we have learned from previous storm experiences, being prepared is of utmost importance. This memo is a reminder of company communications options in the event we are required to evacuate Calcasieu Parish for a named storm.

Company communications prior to, during, and after any named storm that is projected by the National Hurricane Center to affect our area and cause a mandatory evacuation will be posted via our website www.levingston.com under the **Employee Center** link.

Employees may also contact the Home Office at (337) 527-3806, Human Resources Manager - Neal Rider at (337) 526-3932, or contact Professional Recruiting Manager Donna Smith at (337) 274-2116 with any questions or concerns during this time.

Thanks for all you do. We remain committed to our employees. You are what make Levingston the success that we are, without a doubt.

Mark Nixon