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WISCONSIN DEPARTMENT OF
WORKFORCE DEVELOPMENT

January 22, 2018

VIA FEDERAL EXPRESS

Adult and Dislocated Workers Unit
Wisconsin Department of Workforce Development
201 E. Washington Ave.
Madison, WI 53707

Kenosha County Job Center
8600 Sheridan Rd.
Kenosha, WI 53143

Office of the Village President, Pleasant Prairie, WI
John Steinbrink, Village President
8640 88th Avenue
Pleasant Prairie, WI 53158

Re: Notice of Facility Closing

To Whom It May Concern:

This letter is to inform you, pursuant to any obligation that may be required under applicable federal and/or state law, that ACCO Brands USA, LLC (the "Company") will permanently close its entire Pleasant Prairie Distribution Center located at 10303 80th Avenue, Pleasant Prairie, WI 53158 (the "Facility").

Based on the best information available to the Company at this time, we estimate the closing of the Facility will occur on May 31, 2018. At this time, the Company anticipates that employment separation will begin on March 23, 2018. We presently expect twenty-six (26) employees to be separated from employment effective between March 23, 2018 and May 11, 2018.

The Facility closing and employment separations will be permanent. Because the Company does not recognize bumping rights for its employees, terminated employees are not permitted to displace remaining employees based on seniority or any other factor. The employees are not represented by a union.

Affected employees will be paid all wages and other benefits to which they are entitled (if any) through the remainder of their employment with the Company, up until their date of termination. On or before the effective date of each employee's termination, the Company will provide information concerning benefits available under separate cover to eligible affected employees.

Attached hereto as "Schedule A" is a list of all affected positions and the number of affected employees in each job classification at the Facility. No applicable positions are represented by any collective bargaining representative. All affected employees are being notified of their employment terminations at least (60) days before their terminations are scheduled to occur.

This notice is given based upon the best information available to the Company at this time. For further information, Please contact Lisa Waldman, HR Manager at 262-947-2037, or by email at lisa.waldman@acco.com, or Brenda Penesis, General Manager Pleasant Prairie Operations, 262-947-2014 or by email at brenda.penesis@acco.com.

Sincerely,



Charlene Goeglein
VP, HR North America & Corporate

Enclosure (Schedule A)

Schedule A

List of Affected Positions and number of Affected Positions in Each Job Classification

<u>Affected Position</u>	<u>Number of Affected Employees</u>
Lead, S/U Operator & Mfg	1
Associate, DC 1	2
Supervisor, Distribution	1
Cycle Counter, DC	2
Manager, Distribution	1
Lead, Quality Control Tech	1
Coordinator, Inventory	1
Coordinator, Custom Order	1
Associate, DC 2	5
Operator, Kugler	1
Coordinator, Shipping	1
Tech, Quality Control	2
Lead, DC	2
Packer	1
Clerk, Distribution	1
Manager, Distribution (Satellite)	1
Engineer 3, Quality	1
Electrician	1