

## **Safe Environment Branch Message**

Your board of directors, management, and staff want to provide all members and non-members a safe and friendly environment while in our branch and administration offices.

To help create this safe environment for all individuals, staff has been instructed to ask all individuals to remove their hats, hoods, sunglasses, head covering, or other articles of clothing that restrict our video recording devices from capturing clear images.

Staff requests are strictly about safety and implementation of the FBI's best practices for creating safe environments.

As we have a right to ask you to remove anything violating this policy, you have a right to refuse. We understand and appreciate the respective conversation. Your refusal will not impede your transaction, but by complying you help us provide a safe place for everyone.

Thank you for your cooperation and understanding,

A handwritten signature in cursive script that reads "Jerome B. Lewis". The signature is written in black ink on a white background.

Jerome B. Lewis  
*President/CEO, Gateway Metro Federal Credit Union*