



Alticor Inc.
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Ada, MI 49355 USA
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February 18, 2020

VIA Overnight Delivery

Mr. Brian Marcotte
WIOA Dislocated Services Section Manager
Workforce Development -- Targeted Services Division
201 North Washington Square, 5th Floor
Lansing, MI 48913

Chair Mandy Bolter
Kent County Board of Commissioners
County Administration Building
300 Monroe Avenue NW
Grand Rapids, MI 49503

Supervisor George Haga
Ada Township
7330 Thornapple River Dr.
P.O. Box 370
Ada, MI 49301



Dear Mr. Marcotte, Chair Bolter, and Supervisor Haga:

We are writing to supplement our previous September 10, 2019 letter, voluntarily informing you that Alticor Inc. and certain of its subsidiaries (collectively, the "Company") will be conducting a reduction in force at its Ada, Michigan facility located at 7575 Fulton St E, Ada, MI 49355. Per our previous correspondence, employee separations resulting from this action commenced at the Ada facility on July 5, 2019. As a result, certain employees currently working at the Ada facility are expected to be terminated ("Separated Employees").

Exhibit A to this letter sets forth an updated list containing the job titles of all Separated Employees affected by this reduction in force, the number of affected employees in each such job classification, and the anticipated separation date(s) (set forth as a 14-day period) in which these separations are expected to occur. All affected Separated Employees are being or have been notified of their separations at least sixty (60) days before they are expected to occur. Should a Separated Employee accept another position within the Company prior to their expected separation date, then they will not be separated as a result of this action.

The foregoing separations are expected to be permanent, and employees whose positions are eliminated do not have the right to choose to "bump" (i.e., displace) other employees. None of the affected employees are represented by a labor union.

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Should you have any questions, please contact Tim Morton, Lead HR Generalist at (616) 787-5097 and tim.morton@Amway.com.

Very truly yours,



Tim Morton
Lead HR Generalist



EXHIBIT A – Separated Employees

Job Title	First day of 14-day period of expected Separation Date	Number of employees with such Job Title and such expected Separation Date
Administrator, Executive Office	07/05/19	1
Asc Case Spec-Bus Cond	07/05/19	1
Assistant Brand Manager-Corp	09/01/20	1
Assoc BCR Advisor I	07/05/19	1
Assoc Database Admin II	02/28/20	1
Assoc Engr II-Product Design	05/31/20	1
Assoc Engr II-Reliability	05/01/20	1
Assoc Financial Analyst I	07/05/19	1
Assoc IT Systems Analyst I	11/20/20	1
Assoc Network Engineer I	11/15/19	1
Assoc Res Sci I-Anlytcal Micro	05/01/20	1
Assoc Supply Chain Analyst I	07/05/19	1
Assoc Tal Acquisition Spec I	10/03/20	1
Assoc Treasury Analyst I	12/27/19	1
Associate Brand Manager-Corp	09/01/20	2
Benefits Specialist	01/02/20	1
Brand Manager-Corp	09/01/20	2
Brand Manager-Corp	01/01/21	1
Brand Manager-Corp-S	09/01/20	1
Brand Marketing Assoc III-Corp	09/01/20	1
Bus Intelligence Analyst	07/05/19	1
Bus Systems Support Spec II	07/05/19	1
Bus Systems Tech I	07/05/19	2
Business Systems Analyst	07/05/19	1
Compensation Specialist	07/05/19	1
Dir-D&I/Culture/Talent Acquisition	01/03/20	1
Dir-Empl Benefits & Talent Acq	07/05/19	1
Dir-Ent Employee Information	07/26/19	1
Dir-Finance ANA	02/07/20	1
Dir-International Tax	07/05/19	1
Dir-IT Infrastructure	11/15/19	1
Dir-R&D Strategy & Operations	10/11/19	1
Dir-Strategic Immersion & Ops	01/31/20	1
Engineer-Quality	07/05/19	1
Engr-Reliability	05/01/20	1
Executive Assistant I	07/05/19	1
Executive Assistant I	11/02/19	1

Executive Assistant I	03/06/20	1
Executive Assistant I	05/01/20	1
Financial Analyst	07/05/19	1
Financial Analyst	07/01/20	2
HR Coordinator I	07/05/19	1
IT Ops Tech I	02/28/20	1
IT Ops Tech II	02/28/20	4
IBO Records Rep	07/05/19	1
Ld Supply Chain Account Manager	07/05/19	1
Lead BCR Advisor	07/05/19	1
Lead Change Mgmt Spec	07/05/19	1
Lead Copy Writer	05/01/20	1
Lead Database Administrator	07/05/19	1
Lead Financial Analyst	07/05/19	1
Lead Financial Analyst	08/01/19	1
Lead Financial Analyst	12/02/19	1
Lead Human Capital Consultant	07/05/19	1
Lead IBO Comp Rep	12/30/20	1
Lead Process Improvement Spec	07/05/19	1
Lead Supply Chain Analyst	07/05/19	2
Lead Talent Dev Specialist	07/05/19	1
Lead Talent Dev Specialist	11/02/19	1
Lead Tax Analyst	09/03/19	1
Mechanical Assembler II	07/05/19	4
Mechanical Assembler III	07/05/19	1
Crwldr – Mechanical Assem	07/05/19	1
Mgr – Nutrition & Artwork	09/01/20	1
Mgr IT-Compute & Platform Engr	02/28/20	1
Mgr IT-Database Services	02/28/20	1
Mgr IT-Distributor Experience	05/22/20	1
Mgr IT-Enterprise App Admin	04/24/20	1
Mgr IT-Global Oracle Platform Svc	06/19/20	1
Mgr IT-iSeries & Data Ctr Facil	11/20/20	1
Mgr IT-JDE Solutions	04/24/20	1
Mgr IT-Logistics Solutions	02/28/20	1
Mgr IT-Production Support	11/15/19	1
Mgr IT-R&D/Planning Solutions	02/28/20	1
Mgr-Ada Mfg Maint	07/05/19	1
Mgr-Americas Empl Info	07/05/19	1
Mgr-Analytical Sciences Dept	05/01/20	1
Mgr-Bioassay Grp	05/01/20	1
Mgr-BCR Americas	07/05/19	1

Mgr-Chemical Quality Control Grp	05/05/19	1
Mgr-Corp Well & EE Engagement	07/05/19	1
Mgr-Deployment	02/28/20	1
Mgr-Enterprise HRIS	10/03/20	1
Mgr-ERP Global Process	07/05/19	1
Mgr-Food & Beverage PM Group	09/01/20	2
Mgr-Gbl Brand Content/PR/Social	09/01/20	1
Mgr-HCP Cons-Supply Chain Svcs	07/05/19	1
Mgr-IT Service Desk	02/28/20	1
Mgr-Reg Monitoring/CI Grp	05/01/20	1
Mgr-SC Intelligence & Analytic	12/06/20	1
Mgr-Stab/Elem/Foren Grp	05/01/20	1
Mgr-US Mfg Maint	07/05/19	1
Network Engineer	02/28/20	1
Princ Engr-Chem Engineering	05/01/20	1
Princ Engr-Ops Engineering	07/05/19	2
Princ Engr-Pkg Engineering	03/05/21	1
Princ Engr-Proc Engineering	05/01/20	1
Princ Res Sci-Analytical Chem	07/05/19	1
Princ Res Sci-Analytical Chem	05/01/20	1
Princ Res Sci-Quality Comp	11/29/19	1
Princ Res Scientist-Bioassay	05/01/20	1
Principal Engineer-Quality	07/05/19	2
Principal Engineer-Quality	09/20/19	1
Principal Project Manager	09/01/20	2
Product Content Specialist II	05/01/20	1
Program Engr - Ops Engineering	07/05/19	2
Receptionist/Operator	07/05/19	1
R&D Technician II	05/01/20	2
Res Scientist-Analytical Chem	05/01/20	1
Res Scientist-Formulation	09/01/20	1
Res Scientist-Res & Clin Inves	09/01/20	1
Reg'l Security Mgr-Americas	07/05/19	1
Rules Administrator	07/05/19	1
Security Officer I	07/05/19	6
Security Officer III	07/05/19	2
Service Desk Tech II	09/25/20	1
Software Developer	11/15/19	1
Sr Administrative Assistant	07/05/19	1
Sr Art Director	09/01/20	1
Sr Brand Manager-Corp	05/01/20	1
Sr Brand Manager-Corp	09/01/20	1

Sr Brand Manager-Corp	01/01/21	1
Sr Bus Intelligence Analyst	08/09/19	1
Sr Business Systems Analyst	07/05/19	1
Sr Change Mgmt Spec	07/05/19	1
Sr Comms Specialist	01/22/20	1
Sr Corp Investigator	07/05/19	1
Sr EH & S Analyst	07/05/19	2
Sr Engineer-Quality	07/05/19	2
Sr Engr-Ops Engineering	07/05/19	1
Sr Engr-Pkg Engineering	07/05/19	1
Sr Engr-Pkg Engineering	05/01/20	1
Sr Engr-Proc Engineering	05/01/20	1
Sr Financial Analyst	07/05/19	1
Sr Financial Analyst	11/01/19	1
Sr Financial Analyst	02/03/20	1
Sr Financial Analyst	12/30/20	1
Sr IMC Account Mgr	09/01/20	1
Sr IT Ops Tech	02/28/20	1
SR Legal Secretary	07/05/19	2
Sr Marketing Specialist	05/01/20	1
Sr Network Engineer	02/28/20	1
Sr Princ Engr -Ops Engineering	07/05/19	1
Sr Princ Res Sci-Advcd Imaging	06/01/20	1
Sr Principal Engr-Service	05/01/20	1
Sr Principal Project Manager	09/01/20	2
Sr Principle Process Improvement Specialist	11/15/19	1
Sr Project Manager	11/15/19	1
Sr Project Manager	05/01/20	1
Sr Project Manager	09/01/20	2
Sr Reg & Prod Safety Analyst	05/01/20	1
Sr Res Sci-Analytical Chem	05/01/20	1
Sr Res Scientist-Formulation	05/01/20	1
SR Rules Administrator	07/05/19	1
Sr Software Developer	11/15/19	1
Sr Software Developer	01/31/20	1
Sr Software Developer	06/19/20	1
Sr Software Developer	05/22/20	3
Sr Software Tester	11/15/19	2
Sr Software Tester	05/22/20	1
Sr Sourcing Manager	07/05/19	1
Sr Supply Chain Analyst	07/05/19	1

Sr Systems Engineer	07/05/19	1
Sr Systems Engineer	11/15/19	1
Sr Systems Engineer	02/28/20	2
Sr Tax Analyst	07/05/19	1
Supply Chain Analyst	07/05/19	1
Supply Chain Planner	07/05/19	1
Supv-Amway University	07/05/19	1
Supv-Audit	07/05/19	1
Supv-Global Treasury	07/05/19	1
Supv-HQSC Acct & Bus Processes	07/05/19	1
Supv-Inventory Acct and Solutions	04/01/20	1
Supv-Transfer Pricing	07/05/19	1
Systems Engineer	07/05/19	1
VP-ATLAS	07/05/19	1
VP-Gbl BM, Nutrition/Wellness	09/01/20	1

