

MEMORANDUM

To: [REDACTED] Director of Human Resources
From: Darlene Gray, Executive Assistant
Date: December 4, 2025
Subject: Summary and Clarification of December 3, 2025, Meeting

1. Purpose of This Document

Thank you for meeting me again today. As with my December 2 summary, I am providing this memorandum to ensure there is an accurate written record of our discussion and my understanding of the matters addressed. My intention is to maintain clarity, alignment, and transparency regarding decisions affecting my role and performance assessment at Platinum Equity.

2. Follow-Up Regarding IT Review and Email Activity

You informed me that:

- IT still cannot explain why my company devices were pinging to Philadelphia on October 25 and again on December 3.
- The prior statement that I had “only one email on Friday” was incorrect.
- IT re-reviewed my email activity and found 25 outbound emails between 10:52 a.m. and 4:48 p.m., representing 52 printed pages when including full threads.
- IT has not yet provided data for Saturday or Sunday and continues its investigation.

I emphasized that I welcome any IT review and have no concerns about my activity. My only goal is accuracy and full clarity in the information being referenced.

3. Clarification of My Medical Disclosure

We discussed the portion of yesterday’s memo referencing stress-related insomnia. You indicated that this was the first time you personally heard this disclosure, and I clarified that the phrasing in my memo should read “you are disclosing,” not “have disclosed.”

I confirmed that:

- I am under physician’s care,
- I have prescription treatment, and
- I do not anticipate any impact on my work performance.

You noted that unless my condition affects my ability to work, no documentation is needed. I agreed to inform you if that should change.

4. Discretionary Bonus Structure

You clarified that Platinum’s annual bonuses are discretionary and not considered earned wages. I acknowledged this clarification.

5. Support Roster and Status of Ty Renbarger

You reiterated that:

- [REDACTED] will be removed from my support roster, ideally before year-end, and that you will conduct interviews at some point to hire a new EA to replace me as his support.
- I will remain part of the core team supporting [REDACTED]
- [REDACTED] is removed, leadership will determine who else requires support.
- This removal has significant implications for my career trajectory, as EA roles are heavily defined by who they support.

When I asked again for clarity regarding why Ty was being removed from my roster, you explained:

- [REDACTED] has lost trust in my responsiveness to the Office of the Chairman, coupled with the events surrounding 10/24 - 10/26.
- You believe there were multiple instances of delayed responses, mentioning Liz Christianson.

I clarified that:

- This concern had never been communicated previously,
- I was never given an opportunity to course-correct,
- I believed responsiveness was a shared workflow with Yvette due to both of us being copied on all communications, and
- This was the first and only instance in a year where I was unavailable due to a family emergency.

I also asked why this feedback was not communicated earlier and why I was not given an opportunity to correct it before a roster change was initiated. You stated that you “do not have to justify” decisions regarding changes to my support assignments, explaining that leadership can add or remove executives from my roster and that you are not required to provide justification.

You also stated that you assumed I would have been relieved to have the four M&A executives removed from my roster. I explained that I enjoyed supporting each of them and never once complained and enjoyed working with all ten of my executives.

That, in the EA profession, roster assignments significantly affect one’s career trajectory. You acknowledged that you were not aware of this and said that had you understood the significance, you would have approached the decision differently.

6. Teamwork Expectations and Communication During Emergencies

You shared that in your own experience, if a family emergency occurred, you would notify someone immediately to ensure coverage.

I explained that:

- Throughout the year, I regularly stepped in for Yvette without being prompted,
- This was the only time I was unable to respond due to an unexpected emergency,
- [REDACTED] remained present in all email traffic and was already coordinating parallel travel for her own team,
- I reasonably believed she would proceed if I did not immediately respond, and
- I have always demonstrated teamwork and mutual support.

I clarified that I never left Yvette unsupported and expected reciprocal teamwork based on our established working relationship and previous conversations surrounding teamwork.

7. Prioritization Expectations for the Office of the Chairman

You referenced multiple prior frustrations expressed by the Office of the Chairman.

I asked:

- When these concerns were first raised,
- Why they were never communicated to me, and
- Why [REDACTED] did not relay this feedback to me at any point before October 30 — ideally the first time it occurred — so that I could have immediately course corrected. You stated that this issue had happened “many, many times.” However, I reviewed all my email communications from [REDACTED] and could not locate any instances that reflect “repeated delayed responses”. The October 30 conversation was the first time I was ever made aware of any concerns regarding responsiveness to the Office of the Chairman.

You stated you did not know why the information had never been communicated and reminded me and you responded by saying “I don’t know, I am not your leader.” I reiterated that October 30 was the very first time I was told responsiveness to the Office of the Chairman was considered an elevated priority.

8. Decision-Making Regarding the Four M&A Executives

We discussed the removal of [REDACTED] from my roster.

Key Points:

- You confirmed that you did not speak to any of the four executives prior to this decision.
- You relied entirely on statements made by [REDACTED] during a moment that I perceived to be emotionally charged. When I raised this concern, you asked how I knew she was “emotional,” and I explained that my conclusion was based on (1) the tone and urgency of her emails during the October 24–26 weekend and (2) her demeanor toward me upon my arrival on Monday, October 27 — an interaction I personally experienced as emotionally driven.
- You clarified that Yvette makes such determinations but requires Jacob’s approval.
- You stated that HR does not investigate when a business leader requests a support change.

During our December 2 meeting, I stated that, aside from one other EA, I was the only EA supporting 10 executives prior to the removal of the four M&A executives. You immediately contradicted this and told me I was incorrect, asserting that “more than a few” EAs supported 10 people throughout PEA offices. In our December 3 meeting, I shared that I had reviewed the companywide EA support roster for all seven office locations and found only one individual in Singapore who supports ten executives — and she also holds an office manager title, suggesting greater seniority. As I explained this, you nodded in agreement, despite stating the day before that multiple EAs carried this load. I only point this out to highlight my concern that some of the information being communicated to me may have been inconsistent or not fully verified.

I expressed that:

- In my first year with PEA I carried the responsibilities of two full-time EA positions without instruction, clarity on policies & procedures or timely feedback.

- I had strong, positive working relationships with the M&A executives,
- My interactions with Max, Jon, Chris, and Ryan have and remain always warm and respectful,
- I would have appreciated verification of my performance with them before a change was made.
- You acknowledged that you had not realized the material significance of support assignments for EA's and stated you now understood why this decision felt impactful for me and my career at Platinum.
- I also stated my concerns surrounding the transition of the 4 M&A executives, and in a noticeably brief time hiring a new EA to replace me as Ty's assistant. The optics are genuinely concerning to me and how it will be perceived with regard to my abilities.

9. Differential Grace, Acknowledgment, and Emotional Impact

I explained that:

- I described the distress I felt on October 30, including believing I was being terminated and packing a box of my personal property and that box is still packed in my desk,
- You were able to review my memorandum about ongoing bouts of prescription managed insomnia,
- Empathy was not expressed during our December 2 and December 3 conversation,
- In contrast, empathy and contextual grace were extended immediately when discussing [REDACTED]
- This contrast made me feel that others were receiving grace and understanding that was not extended to me.

You responded that during the prior meeting you were focused on documenting facts and acknowledged that this may have contributed to my feeling unsupported. You apologized for my experience and expressed that you want me to feel valued, respected, and supported.

10. Request for Equal Due Diligence

I explained that:

- Significant scrutiny has been applied to my emails, device logs, and responsiveness,
- While comparatively less scrutiny has been applied to statements made by others regarding my performance,
- I shared that I would appreciate balanced due diligence from your office and an opportunity to be included in discussions involving me in real time.

11. Commitment to Follow-Up

You confirmed that you will:

- Speak directly with [REDACTED] regarding their experience being supported by me,
- Conduct follow-up regarding [REDACTED] inaccurate statements to HR about April 2025 and her condescending remarks at my desk regarding re-coaching me on how to book a conference room,
- Conduct follow-up regarding April Wyatt's condescending comments on if I knew "what a project code was"
- Continue the IT review, and
- Meet again after speaking with each individual.

You noted that the Tracy and April follow-up conversations have not yet occurred and will be completed after your discussions with the M&A executives.

I expressed that I would appreciate being informed of the outcomes so I may fully understand the factual basis for decisions affecting my role and professional reputation.

12. Closing

Thank you again for your time and commitment to follow-up. I look forward to gaining clarity on the outstanding items and continuing to restore alignment in the days ahead.