

9/16/16

Employee Expectations

- 1) We expect everyone to be on time every day. By on time we mean that you must be in your work area ready to go at your assigned start time. If you need to punch in 10 minutes early to get a scanner or radio and get to your post so you are working at your start time that is fine.
- 2) We expect everyone to come to work with a positive attitude. By positive attitude we mean to come in to work with a positive mindset, ready to get the job done. Ready to do any assigned task. Leave negativity at the door.
- 3) We expect everyone to act in a professional matter while on the clock. By professional we mean to use appropriate language and be respectful to coworkers and customers. No horseplay.
- 4) We expect cell phone use By minimum we mean there should be zero non work related cell phone usage unless you are on break. If you need to use your phone or are expecting a call please ask a supervisor for prior permission.
- 5) We expect everyone to work together as a team. Take advantage of every team member's unique abilities. Tasks are accomplished at a faster pace when it is done by a team rather than an individual. By work together as a team we mean everyone is expected to get along with one another.
- 6) We expect everyone to come to work with a good initiative. By good initiative we mean to stay busy and productive without first being requested to do so. Work until the end of your shift. Cleaning up and end of the day paperwork only should take 15 minutes.
- 7) If we cannot meet our goals as a warehouse we may have to try different positions and schedule changes in order to ensure Success. This week in 2014 orders were 73k cases, in 2015 59k cases and in 2016 our order for this week are 57K cases. We need to make sure orders are completed in a timely manner to increase productivity and help Reichel Foods Grow to create more jobs. In 2014 we had 23 warehouse, in 2015 we had 23 warehouse today we currently have 25 warehouse employees.
- 8) The last thing is a new change to the warehouse. Hooded sweatshirts are allowed in the warehouse but it is not allowed to wear your hood up for safety purposes as it restricts your vision. You are allowed to wear stocking/beanie hats or other hats to stay warm as long as they are not vision restricting.

Employee print

Traffen Shaver

Employee signature

[Signature]

Supervisor signature

[Signature] [Signature]