

Disciplinary Report Form

Employee name: Brad Docken	Hire Date: 12/18/13	Job title: Sanitation
Department: Production	Shift: 2nd	Supervisor: Heng Somark

Offense track: Performance issue Work rule violation, **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Disruption in the work place Threatening or creating conflict w/ coworkers

X **Failing to follow instructions**

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)
Brad was seen on camera on 2/21/17 leaving the facility and going to the back of the DC building at 5:04pm for 12 minutes and again at 7:18pm for 10 mins. These are unscheduled breaks and this is not part of Brad's job duties to be at the DC for any reason.

Completed by: Kelsey Sikkink	Date: 2/22/17
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 2/14/17 Written
<u>X</u> Assignment end	

Consequence if incident occurs again: N/A

Human Resources Signature(s): <i>Lelsey Ashill</i>	Date: 2/22/17
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: *Brad Docken* **Date:** 2-22-17

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: _____ **Date:** _____

Job Description Hallway Sanitation/Production Employee

SUMMARY

Responsible for the upkeep of non-production areas during production hours. Employees keep the floor clear of debris and keep the floors dry using squeegees, including removal of garbage and cardboard. Removing all refuse to the outside compactor and bailing all cardboard generated during their shift. At their supervisor's request they may use low pressure water hoses and or various cleaning chemicals and sanitizers, if they have undergone all necessary training to do so. Includes cleaning of welfare areas and outside property as assigned.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** Hairnet, blue vinyl gloves or cotton gloves, blue bump cap and clear plastic boots. Additionally they will need to remove the clear boots when exiting the building and then put on a new pair of clear boots upon re-entering the facility.
2. Must complete safety training associated with any chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. May need to use pallet jack or forklift to move refuse. Employee works closely with other operators to attain daily production goals.
4. Must be able to do physically demanding work with some lifting (30-50 lb.). Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 4 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
5. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and policies.
6. Floor squeegees and waste shovels will be used to remove liquids and or product from floor areas. Squeegees should be used in a pulling motion whenever possible with the head not leaving the floor whenever possible. Squeegees and shovels should be carried with the bottoms as low to the floor as possible and should be stored in a sanitizer bath when not in use.
7. When touching squeegees, items from the floor, shovels, waste receptacles or anything considered dirty or contaminated, you will need to change your gloves and sanitize your hands before touching any clean plant surfaces.

PHSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and outdoors and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of 30-50 pounds. Employee must possess physical stamina with a range of motion and dexterity.

TRAINING REQUIREMENTS

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO)

EQUIPMENT/MACHINERY USED

Floor Squeegees, Plastic Shovels, Brooms, Dust Pans, Mops, Cardboard and Trash Compactors, Pallet Jacks and or forklifts

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Brad Docken
Employee, Printed Name

Brad Docken
Employee Signature

1-29-14
Date

[Signature]
Supervisor Signature

[Handwritten mark]



Separation Report

Employee Name: Brad Docken
Client Company: Reichel Foods
First Day Worked: 12/18/2013 Last Day Worked: 02/22/2017
Job Title: Food Production Part/Full Time? FT
Shift/Days of Week: 2nd 1:30-10p M-F Wkd as needed Eligible for Rehire? No

General Information

Was full time work available for the employee at the time of separation? Yes or No
If hours have been reduced, explain why: _____

Reason for Separation or Refusal

(Please check one of the following)

Involuntary (Layoff, Company Termination, Death, etc.)

- Reason for termination: Violation of Policy or Procedure
- What was the final incident that led to termination:
2/21/17
- Date of final incident? 02/21/17
- Who discharged the employee (name and title): Kelsey Sikkink Client Services Manager
- How was the employee made aware of the termination? (via phone/email/in-person) In Person
- Describe what the worker did or failed to do which caused the termination (be as specific as possible): Took two unscheduled breaks and went to an area he should not be at.
- Please attach any warnings or documentation relating to the termination or events leading up to the termination.

Explanation of Separation: (use additional sheets if necessary)

See notes. Not eligible for rehire and no vacation payout per policy.

I certify my statements are true and correct.

Supervisor's Signature: Kelsey Sikkink

Date: 02/22/2017

RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that I have read the Employer Solutions Staffing Group LLC Temporary Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with ESSG is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement, express or implied, providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, ESSG reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG.

DATE 12-17-13

EMPLOYEE NAME Brad J. Docken
PLEASE PRINT

EMPLOYEE SIGNATURE Brad J. Docken

ESSG REPRESENTATIVE Kelsey Adkins



ACKNOWLEDGMENT

The associate handbook was reviewed with me, and I have received my personal copy. I also acknowledge that I have been given the opportunity to ask questions and express concerns during my orientation. Additionally, I understand and support the following:

1. This handbook is intended as a guide and **not** an employment agreement that creates a contractual relationship, and that the employment relationship may be terminated at the will of either party at any time.
2. The changing needs of the business will require alteration in method, practices and policies, and the company will unilaterally revise, as necessary, to meet these changing needs.
3. I agree to **notify** my CMG/ESSG Consultant **immediately** of any change in my personal data such as phone number, address, emergency notification, etc.
4. I am responsible for the information provided herein and will, upon my separation, return this handbook to my CMG/ESSG Consultant.

Date:

12-17-13

Associate's Signature:

Brad J. Docton

Associate's Printed Name:

Brad J. Docton

Orientation provided by:

Kelsey Ashkuel

responsible for the costs of replacing tools/equipment that are lost or damaged as a result of your own negligence, unless otherwise prohibited by law. Reichel Foods will be responsible for replacing tools/equipment that become unusable as a result of normal wear or damage that is not related to employee negligence.

LUNCH/BREAKS

Rest breaks are provided for all employees working at **Reichel Foods**. Plant rest breaks are scheduled according to production needs. Please see your **Reichel Foods Supervisor** about scheduled break and lunch times.

Changes in the break schedule to meet individual and customer needs should be discussed with your immediate manager or supervisor. All **ESSG** employees assigned at **Reichel Foods** are encouraged to accurately observe rest and lunch break times.

Lunch breaks will be discussed when you meet your **REICHEL FOODS SUPERVISORS**. If you need accommodations for personal needs or religious practices, it is **YOUR** responsibility to use your regularly scheduled lunch or break time for these special needs.

For women who are pregnant, without requiring a doctor's note, **ESSG** employees assigned at **Reichel Foods will** provide:

1. More frequent restroom, food and water breaks
2. Seating; and/or
3. Limits on lifting over 20 pounds

INCLEMENT WEATHER

Reichel Foods, Inc. urges you to use caution and good sense when deciding to come to work during inclement weather. In the event of plant closings or late starts, you will be contacted by a Reichel Foods representative.

Employees electing to stay at home when the business is officially open will be considered absent and will not be paid. If, however, a "No travel Advisory" warning has been issued and employees elect to stay at home from work, such an absence will be recorded as an excused absence. Employees may utilize their vacation time if eligible and available.

In the event you are unable to be at work, or will be tardy, you are expected to call the Absent and Tardy phone line before the start of your shift, or in the case of an emergency, as soon as possible at (507) 923-4957.

There may be an operational need for some employees to work from home if applicable. Working from home must be approved by the Department Manager. The Department Manager is responsible to notify Reichel Foods' Human Resources Department of any employee performing work from home so payroll can be processed accordingly.

Break rooms:

- ✓ The refrigerators are for storage of your food.
- ✓ Do not put **open containers** in the fridge.
- ✓ Do not eat other people's food.
- ✓ Please clean tables after using.

Respect your coworkers and work areas.
Every area should be left the way you would like to find it!



BEHAVIOR and STANDARDS OF CONDUCT

Reichel Foods, Inc. conducts its business ethically. We will not willfully subscribe to illegal transactions with our customers, suppliers or our employees. Similarly, we believe those who find employment with us would subscribe to those same values – namely, that we treat each other with mutual respect, honesty and trust.



GENERAL BEHAVIOR

All Employees are asked to behave in a manner that fosters the feeling of quality and confidence on the part of our fellow employee, customers and the public.

There is a need in every business for a set of rules and regulations adequate to insure efficient production and to safeguard the jobs, health, safety and welfare of all persons working in the plant. The following rules, which we have adopted, are examples of normal common sense rules of conduct necessary to protect each of our jobs from the abuses of a few. Although not intended to be all-inclusive, this list will alert employees to specific violations that could result in disciplinary action, including termination of employment. They apply equally to all company employees.

1. Falsifying production or other records.
2. Excessive tardiness or absenteeism.
3. Failure to call the absent/tardy phone line prior to an absence or when one expects to be tardy.
4. Sleeping, resting or using cellular telephones or other personal electronic devices during work hours.
5. Reading unauthorized material while on duty.
6. Violation of established safety or hygiene rules.
7. Negligence, carelessness or inattentiveness when operating equipment or recording required operational data.
- 8. Failure to follow supervisor's instructions.
- 9. Leaving a workstation without being properly relieved or without permission.
- 10. Punching another employee's time card or signing in or out for another employee.
- 11. Taking excessive work breaks.
- 12. Leaving the plant without permission or without punching out while on duty.

13. Posting unauthorized material anywhere on Company property.
14. Misuse of the pager system.
15. Deliberately restriction production.
16. Unauthorized use or theft of property belonging to the Company or anyone else on Company property (including attempted thefts).
17. Unauthorized removal, possession, destruction or abuse of employee or Company property or equipment (this includes taking product, garbage, boxes, coolers, office supplies, etc.) is prohibited.
18. Photographs, tape recording, video recording or any other recording is prohibited without Management approval.
19. Damaging or misusing the property of the Company or another employee
20. Reporting for work in a condition unfit to perform duties.
21. Drinking intoxicants while on duty.
22. Fighting or attempting to injure another employee.
23. Failure to carry out required job duties.
24. Altering, defacing or removing governmental or Company notices and bulletins that are posted.
25. Disorderly or immoral conduct on Company property.
26. Illegal use of drugs or narcotics.
27. Use of threatening, abusive, profane language or other provocation that might reasonably be expected to result in disturbance.
28. Possession of weapons on Company property.
29. Distribution of non-Reichel Foods, Inc. literature or solicitation during work time or in work areas.
30. Horseplay
31. Sexual or other forms of prohibited harassment.
32. Failure to meet established performance standards.
33. Any other act which may jeopardize health, safety or well-being of other employees, or the Company, which is recognized by common understanding as being a subject of disciplinary action.
34. Criticism of the Company, its personal or policies to current or prospective customers, other contractors, suppliers, or other employees.
35. Providing false or inaccurate information to the Company, including, but not limited to, information on application forms, expense reports, leave requests, absence records or in response to requests for information.
36. Making false, malicious or derogatory statements, frivolous claims or charges to the Company or to a third party about the Company or its personnel.
37. Entering or remaining on the Company premises (including parking lots) before or after the completion of one's shift, or during non-work periods, without prior permission.
38. Committing a gross misdemeanor, felony or serious regulatory offense, or any similar act or omission, whether on or off duty, which adversely affects the Company by bringing the Company into disrepute, exposing the Company to the risk of liability of expense, undermining the employee's ability to effectively perform his or her duties or reducing customer or co-employee confidence in the employee.
39. Making false fire alarms, causing false fire alarms to be made or tampering with protection equipment.
40. Opening, removing or tampering with locks or seals on Company property without proper authorization.

41. Willful or negligent failure to report employee's communicable or infectious disease or illness, including, but not limited to, Salmonella, Hepatitis, acquired Immune Deficiency Syndrome, Tuberculosis, STD's and Airborne Influenza viruses.
42. Failure to adhere to the Company's dress code at all times.

Please remember that these are only examples and it would be impractical for Reichel Foods, Inc. to attempt to list every action that would result in discipline/termination. Violations of any of the Rules of Conduct may result in disciplinary action, up to and including termination upon the first offensive, depending on the circumstances of the misconduct. There may be other circumstances such as lack of work, changes in business conditions, personality conflicts and other circumstances, which may result in the termination of employees based on Reichel Foods' determination of what is in its best interest. Just as you may terminate your employment at any time, with or without notice, and with or without cause, Reichel Foods, Inc. retains the same right. Further, Reichel Foods continually updates and revises its policies and its disciplinary policies and procedures and are subject to change without notice.

ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace are taken very seriously and will not be tolerated, and action will be taken as appropriate. In certain circumstances, such behavior may also be reported to the appropriate law enforcement authorities.

SEARCHES

If Company management reasonably suspects that an employee possesses a weapon or another prohibited or unlawful item, it may search the employee's property such as his or her vehicle, lunchbox, cooler, purse, and similar items as allowed by law.

PERSONNEL FILES

Reichel Foods, Inc. maintains personnel files related to all employees. An employee's personnel file contains information such as the employee's completed employment application, performance reviews, discipline, wage and salary history and other employment records that the Company deems important. Current employees may review their personnel file by making an appointment with Human Resources. Such review shall take place in Company offices, in the presence of Human Resources. Any employee may not remove or change any information in the personnel file. Reichel Foods, Inc. will provide copies of documents within the personnel files to a current or former employee to the extent required by law.

CODE OF CONDUCT

Reichel Foods, Inc. conducts its business ethically. We will not willfully subscribe to illegal transactions with our customers, suppliers or our employees. Similarly, we believe those who find employment with us would subscribe to those same values-namely, that we treat each other with mutual respect, honesty, and trust.



CORRECTIVE ACTION

The purpose of any corrective action is to identify, correct and prevent recurrence of a performance problem or incident of misconduct and to plan for the employee's success in their position. Although employment with ESSG on assignment at Reichel Foods is at-will, the Company may use the corrective action under this policy at its discretion. In addition, supervisors may provide coaching and counseling in the normal course of business. Formal corrective action may include any of the following steps: verbal warnings, written warning, final warning, suspension (with or without pay) or termination of employment. There are certain types of performance problems or misconduct that are serious enough to justify accelerating these corrective action steps, including immediate termination, without going through the progressive corrective actions process. Depending on the severity of the offense and the employee's performance and corrective action history, there may be circumstances in which one or more type of behavior that may be deemed a serious offense, employees can expect to be subject to corrective action, up to and including termination of employment, for violating any of the policies or general behavior set forth in this Handbook. In addition any behavior or act that would violate standards or common courtesy, decency, workplace conduct, or common sense, that is not specifically addressed in the Handbook, also may lead to corrective action, up to and including termination.

COMPLAINT PROCEDURE

From time to time a complaint may arise surrounding your employment with Reichel Foods, Inc. which needs immediate attention. We recommend that following procedure be used:

1. Contact your immediate Supervisor. Your Supervisor may be the best person to help resolve your situation.
2. If you are not satisfied with your Supervisor's response, or if your complaint relates to your supervisor's conduct, you may contact Human Resources.

OPPORTUNITIES WITH REICHEL FOODS

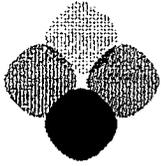
Reichel Foods encourages employees to reach their full potential and to progress within the company. ESSG Associates currently on assignment at **REICHEL FOODS** are eligible to apply for **all posted job openings**.

VACATION

Employees of ESSG working at Reichel Foods are eligible to earn vacation hours upon date of hire. Hours are tiered according to how long an employee has been with ESSG. The following is the tier for vacation hours—

Year 1 – 40 hours maximum of VACATION earned at the rate of 0.0192 VACATION hour per hour worked)

Year 2 - 5 – 80 hours maximum of VACATION earned at the rate of 0.0384 VACATION hour per hour worked)



employer solutions staffing group^{llc}

Leveraging Resources in a Changing Market

**Notification of Minnesota Law Requirement –
Unemployment Acknowledgement**

According to Minnesota Statute section 268.095, subdivision 2, paragraph (d), an applicant who, within five calendar days after completion of a suitable job assignment from a staffing service, (1) fails without good cause to affirmatively request an additional suitable job assignment, (2) refuses without good cause an additional suitable job assignment offered, or (3) accepts employment with the client of the staffing service, is considered to have quit employment.

It is your responsibility to contact ESSG (for instance, by calling (507) 398.4567 or using any other form of contact) for additional assignments. If you fail to do so, it may affect your unemployment benefits.

I understand by signing this form that I am responsible to contact ESSG within 5 calendar days once an assignment ends. I also acknowledge that I have received a separate copy of this form. BJ (Initial)

Brad J. Docken

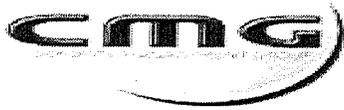
Employee Signature:

12-17-13

Date:

Brad J. Docken

Employee (please print your name here)



Disciplinary Report Form

Employee name: Brad Docken	Hire Date: 12/18/13	Job title: Food Production
Department: Production	Shift: 2nd	Supervisor: Heng Somark

Offense track: Performance issue Work rule violation, **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Disruption in the work place Threatening or creating conflict w/ coworkers

Failing to follow instructions

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Brad was seen in an area that he was not authorized to be in during work hours and was seen taking an unscheduled break. He has been spoken to regarding going into areas that his job description does not require him to be at.

Completed by: Kelsey Sikkink	Date: 2/14/17
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
<input checked="" type="checkbox"/> Written Warning	Verbal warning on 2/2/17

Consequence if incident occurs again:
Assignment End

Human Resources Signature(s):	Date: 2/16/17
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature:	Date: 2-16-17
Witness signature (if any):	Date:
Signature of person presenting report:	Date: 2/16/17

Kelsey Sikkink

From: Jamie Sorensen <Jamie@reichelfoods.com>
Sent: Monday, February 13, 2017 7:19 PM
To: Kelsey Sikkink; Heng Somark; Lisa Campbell; Samarth Chea; Sophearin Cheng
Cc: Mike Schumacher; Joel Cockram
Subject: RE: Warehouse Sanitor 2nd Shift

Follow Up Flag: Flag for follow up
Flag Status: Flagged

FYI I physically just found Brad now in the other vacuum pump room upstairs. He wasn't just in plain sight when you walk in either. If you open the door and look you wouldn't see him. He was in a back corner doing, what I don't know. I questioned him and let him know that this room is off limits and sent him downstairs while I went down to follow up with Sam and Heng, so they were aware and could address it.

Thanks,
Jamie

From: Jamie Sorensen
Sent: Monday, February 13, 2017 12:13 PM
To: 'Kelsey Sikkink'; Heng Somark; Lisa Campbell; Samarth Chea; Sophearin Cheng
Cc: Mike Schumacher; Joel Cockram
Subject: RE: Warehouse Sanitor 2nd Shift

Fyi Again last Thursday, 2./9/17. The wrhs sanitor made multiple trips into the secured access vacuum pump room outside the bldg. I attached a video of one example. This time there was someone else coming out of that room too. That person was in there from 7:03pm-7:13pm. Brad was in there from 7:13pm-7:29pm. I am not sure who the other employee is, maybe you guys will recognize? There is another video example I will email, but I was unable to fit on this email. The 2nd example is from 6:19pm-6:33pm. The wrhs sanitor also again, was seen multiple times not using the boot sanitizer in the wrhs throughout the night. I will send you a video example of this too.

Thanks,
Jamie

From: Kelsey Sikkink [<mailto:Kelsey@corpmgmtgroup.com>]
Sent: Thursday, February 02, 2017 9:28 PM
To: Heng Somark
Cc: Jamie Sorensen; Mike Schumacher; Joel Cockram; Samarth Chea; Sophearin Cheng; Lisa Campbell
Subject: Re: Warehouse Sanitor 2nd Shift

Thank you Heng.

Thank you,
Kelsey Sikkink
CMG Client Services Manager
507-923-0366

On Feb 2, 2017, at 9:26 PM, Heng Somark <Heng@reichelfoods.com> wrote:

I ask him why he need to go in there?

He said he just go check the vacuum pump.

I ask him what for?

Just to see it leaking or not so he might able to tell maintenance.

I told him that room we don't allow any employee go in there except maintenance.

So from now on going forward please do not going that room without permission.

He understood .

Thank you

Somark Heng

Production Supervisor
.....

Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax:
507.289.6552 | www.reichelfoods.com

From: Kelsey Sikkink [<mailto:Kelsey@corpmgmtgroup.com>]

Sent: Thursday, February 02, 2017 2:36 PM

To: Heng Somark; Jamie Sorensen; Mike Schumacher; Joel Cockram; Samarth Chea; Sophearin Cheng;
Lisa Campbell

Subject: RE: Warehouse Sanitor 2nd Shift

Thank you Heng. Could you please send me a follow up so I can document in his file?

From: Heng Somark [<mailto:Heng@reichelfoods.com>]

Sent: Thursday, February 2, 2017 2:23 PM

To: Jamie Sorensen <Jamie@reichelfoods.com>; Mike Schumacher <mikes@reichelfoods.com>; Kelsey Sikkink <Kelsey@corpmgmtgroup.com>; Joel Cockram <Joel@reichelfoods.com>; Samarth Chea <samarth@reichelfoods.com>; Sophearin Cheng <sophearin@reichelfoods.com>; Lisa Campbell <Lisa@reichelfoods.com>

Subject: RE: Warehouse Sanitor 2nd Shift

Good catch I will address this.

Thank you

Somark Heng

Production Supervisor
.....

From: Jamie Sorensen

Sent: Thursday, February 02, 2017 1:55 PM

To: Heng Somark; Mike Schumacher; Kelsey Sikkink; Joel Cockram; Samarth Chea; Sophearin Cheng; Lisa Campbell

Subject: Warehouse Sanitor 2nd Shift

Fyi While reviewing the cameras for another incident, I came across this. I attached one example. Brad, at least 3 times last night would leave the building for no reason pertaining to his job description and he would enter the MV2 vacuum pump room outside, which is supposed to be a secured room that only maintenance has access too. He would hang out in there each time, for more than 10 minutes... The times are listed below.

2/1/17

<u>Enters Vac Pump Room</u>	<u>Exits Vac Pump Room</u>
5:15pm	5:29pm
7:47pm	8:03pm
9:19pm	9:31pm

Thanks,
Jamie Sorensen, Sanitation Manager
Reichel Foods, Inc.
3706 Enterprise Drive SW
Rochester, MN 55902
www.reichelfoods.com

Phone: 507-289-7264 | Fax: 507-289-6552