CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri
Office Number: 507-923-4955
Office Address: 3707 Commercial Dr. SW Rochester, MN 55902

CMG CORPORATE MANAGEMENT GROUP
"your workforce management & staffing experts"

Applicant Information

(APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED)

Please fully complete pages 1-3

Full Name: *(Last Name, First Name)* Abdi Gaudi Ali Date: 1/12/18

Address: *(Street Address)* 1517 41st NW *(Apt. /Unit #)* 8

(City) Rochester *(State)* MN *(ZIP Code)* 55901

Phone: 612-708-5265 Email: abdia6833@gmail.com

Social Security No. _____ Date Available: _____

Position Applied for: _____ Desired Salary: $10.00

Shift Available to work: __ 1st (2nd) __ 3rd Employment desired: (Full-Time) __ Part-Time 2nd South

Are you authorized to work in the U.S? (Yes) __ No

How did you hear about us? Online Referral Name: _____

If under 18, please list age: _____

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? _____No _____(Yes)

Education

Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	Posville Community			
	High School			
College				
Bus. Or Trade School				
Professional School				

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Previous Employment

Company: Agri Star Phone: ____________

Address: ____________ Supervisor: ____________

Job Title: Sanitation Starting Salary: $14 Ending Salary: $16

Responsibilities: ____________

From: 2016 To: 2018 Reason for Leaving: I move to Rochester

May we contact your previous supervisor for reference? [✓ Yes] __ No

---

Company: ____________ Phone: ____________

Address: ____________ Supervisor: ____________

Job Title: ____________ Starting Salary: $________ Ending Salary: $________

Responsibilities: ____________

From: ________ To: ________ Reason for Leaving: ____________

May we contact your previous supervisor for reference? __ Yes __ No

---

Company: ____________ Phone: ____________

Address: ____________ Supervisor: ____________

Job Title: ____________ Starting Salary: $________ Ending Salary: $________

Responsibilities: ____________

From: ________ To: ________ Reason for Leaving: ____________

May we contact your previous supervisor for reference? __ Yes __ No

---

Company: ____________ Phone: ____________

Address: ____________ Supervisor: ____________

Job Title: ____________ Starting Salary: $________ Ending Salary: $________

Responsibilities: ____________

From: ________ To: ________ Reason for Leaving: ____________

May we contact your previous supervisor for reference? __ Yes __ No

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: ____________ Date: 11/26/18

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Employment Application

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PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

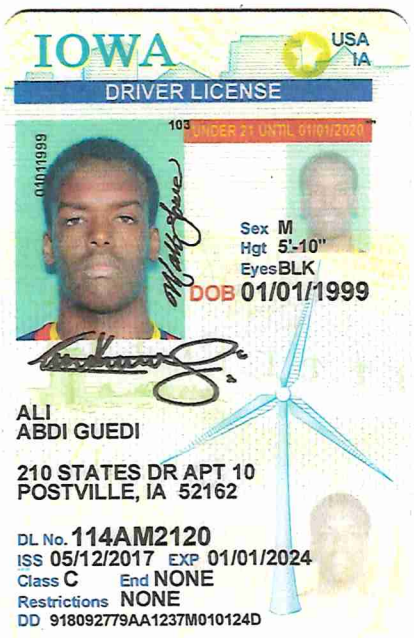
I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant_____ Date: 11/26/18



IOWA
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DRIVER LICENSE
103 UNDER 21 UNTIL 01/01/2020
01011999
Sex M
Hgt 5'-10"
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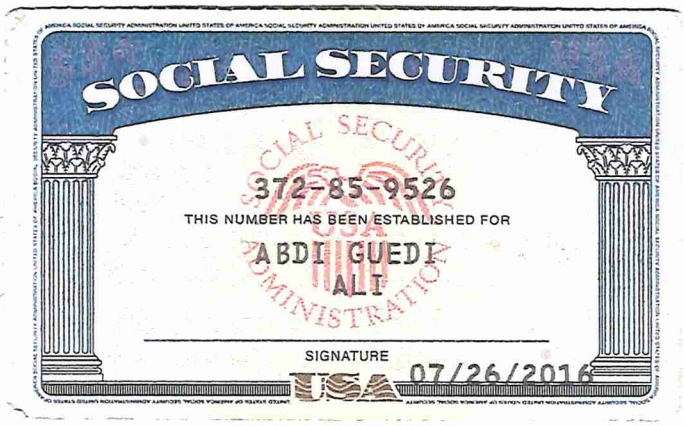
DOB 01/01/1999
ALI
ABDI GUEDI
210 STATES DR APT 10
POSTVILLE, IA 52162
DL No. 114AM2120
ISS 05/12/2017 EXP 01/01/2024
Class C End NONE
Restrictions NONE
DD 918092779AA1237M010124D



SOCIAL SECURITY
372-85-9526
THIS NUMBER HAS BEEN ESTABLISHED FOR
ABDI GUEDI
ALI
SIGNATURE
USA 07/26/2016

EC - Abdirizak Adan Mohammed
Friend
- 612 - 708 5265

W4 - S1

RICK & ROSE

Rick and Rose were good friends. They worked together at Reichel Foods.

One day they had a lot of work, and not enough employees, this same day the supervisor asked Rick to pack carrots and ranch in 100 boxes. Rick was worried he could not finish this before the day ended. He was going to ask Rose for help but he noticed she was gone. He knew if she didn't help, the boxes would not get packed on time.

The supervisor saw Rick working very hard and went to ask Rose for help. He looked for her in the cafeteria. When he saw her taking a break, he asked her why she wasn't helping Rick. "I didn't know that he needed help," said Rose, "I will go help him right away.

When Rick saw Rose coming to help he felt happy and supported. "Please don't be afraid to ask me to help. We are good friends and co-workers," she said, "and together we make a great team."

1. Who are Rick and Rose?
   a. Co-workers
   b. Good friends
   c. Both A & B
2. Rick and Rose work at Reichel Foods. True or false? (circle one)
   a. True
   b. False
3. Where did the supervisor find Rose?
   a. Outside
   b. Working on the line
   c. In the cafeteria
   d. In the bathroom
4. How did Rick feel when he saw Rose?
   a. Mad
   b. Sad
   c. Happy
   d. Confused
5. What lesson did Rick and Rose learn?
   a. Teamwork
   b. How to make carrots and ranch
   c. Communication
   d. Both A & C

CMG

Preliminary Questions

For CMG use only

Name: Abdi Gendi Ali

Date: 11/26/18

1. If hired are you willing to take a drug test? yes
2. Do you have any known food allergies to soy, wheat, peanuts, or milk? NO
3. Are you able to work with pork? NO
4. Which plant do you prefer? S
5. What shift to you prefer? 2nd

To be completed during or after interview

Date of interview today 11/24/18

Have you ever been convicted of a crime? Yes ____ (No)

Explain Incident _____

Employee Signature _____

Interviewer Signature _____

E-Verify

Case Verification Number: 201833018003

Report prepared: 11/26/2018

Company Information

Company ID: 1284996

Company Nam
Management Grou

Client Company ID: 1284996

Client Company Name: ESSG - Corporate Management Group

Employee Information

Name: Abdi G. Ali

Date of Birth: 01/01/1999

U.S. Social Security Number: ***-**-9526

Employee's First Day of Employment: 11/26/2018

Citizenship Status: U.S. Citizen

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Document Subtype: Driver's License

Document Number: *****2120

Expiration Date: 01/01/2024

State: Iowa

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Diana Elton

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close

CMG
CORPORATE MANAGEMENT GROUP

New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with the website, username and password to view the new hire forms that you signed during your CMG interview. Please sign and date the bottom of the sheet stating that you received your login *information.*

CMG/ ESSG / Reichel Foods Handbook

Healthcare Notice of Exchange and Website for Enrollment

Safety Policy

Drug and Alcohol Testing Policy

Website: https://nho.esgazure.com/login/cmg

Login Name: 6127085265

Login Password: Aa@9526

I hereby acknowledge that I have been provided with the login information to view the items listed above. I understand that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the times or its content, that it is my responsibility to address my questions with my supervisor o CMG representative, and hereby waive any claim, now or in the future, that I did not receive, did not read or did not comprehend the items or their contents.

Signature: _____ Date: 11/26/18

AUTHORIZATION TO RELEASE INDUSTRIAL HEARING TEST RESULTS

I understand that a successful hearing test is a condition of my employment by Employer Solution Staffing Group, LLC. to work at the facility of Reichel Foods, Inc., and further, that Employer Solutions Staffing Group may, at its discretion, shar the results of any such hearing test with Reichel Foods Inc.

I also understand that Employer Solutions Staffing Group may, at its discretion, conduct periodic hearing tests on me during the course of my employment with Employer Solutions Staffing Group and I consent to such tests.

First Name: Abdi

Middle Name: Gendi

Last Name: Ali

Social Security Number: 372-85-9526

Date of Birth: 01/01/1999

Gender **(Circle one)**: Male Female

My Signature:

Today's Date: 11/26/18

Employee Photo Release Form

I, Abdi, agree to let Reichel Foods use my picture for internal security purposes. I also agree to submit a written request to Reichel Foods if/when I wish my photo be removed from the company database.

Employee Signature Name:

Date: 11/26/18

Employee Attendance

* Required

Employee Information: Back to Abdi Ali **Create Date: 11/26/2018**

Client: Employer Solutions Group

Location: Reichel Foods

Abdi Ali

* Date: to

* Reason: - Select -

* Excused: - Select -

* # of hours: (##.##)

Notes:
(64 character limit)

Add

(called in late but never showed up)

Start	End	Reason/Note	Excused	Hours	Submitted	Entered By	Delete
05/17/2021	05/17/2021	Sick Final for attendance	No	8.00	05/18/2021	Sikkink, Kelsey	☒
05/15/2021	05/15/2021	Sick Final for attendance	No	8.00	05/17/2021	Sikkink, Kelsey	☒
05/13/2021	05/13/2021	Sick Written for attendance	No	8.00	05/14/2021	Sikkink, Kelsey	☒
05/11/2021	05/11/2021	Sick Written for attendance policy	No	8.00	05/12/2021	Sikkink, Kelsey	☒
05/10/2021	05/10/2021	Left early	No	1.00	05/11/2021	Sikkink, Kelsey	☒
05/08/2021	05/08/2021	Weekend TOR Recvd	Yes	8.00	05/03/2021	Sutton, Kelly	☒
04/29/2021	04/29/2021	Sick Written for attendance policy	No	8.00	04/30/2021	Sikkink, Kelsey	☒
04/28/2021	04/28/2021	Sick Verbal for attendance	No	8.00	04/29/2021	Sikkink, Kelsey	☒
04/24/2021	04/24/2021	Sick Verbal for attendance	No	8.00	04/26/2021	Sikkink, Kelsey	☒
04/14/2021	04/14/2021	Sick Notification for attendance	No	8.00	04/15/2021	Sikkink, Kelsey	☒
04/13/2021	04/13/2021	Paid Time Off	Yes	8.00	03/22/2021	Sikkink, Kelsey	☒
04/07/2021	04/07/2021	Sick Notification for attendance	No	8.00	04/08/2021	Sikkink, Kelsey	☒
04/03/2021	04/03/2021	Weekend	Yes	8.00	03/30/2021	Sikkink, Kelsey	☒
03/02/2021	03/02/2021	Sick Verbal for attendance	No	8.00	03/03/2021	Elton, Diana	☒

02/16/2021	02/16/2021	Paid Time Off TOR Recvd	Yes	8.00	01/13/2021	Elton, Diana	☒
12/16/2020	12/16/2020	Paid Time Off TOR Recvd	Yes	8.00	12/10/2020	Elton, Diana	☒
10/27/2020	10/27/2020	Paid Time Off	Yes	8.00	10/27/2020	Sikkink, Kandace	☒
10/08/2020	10/08/2020	Sick Written for attendance policy	No	8.00	10/09/2020	Sikkink, Kelsey	☒
09/21/2020	09/21/2020	Sick Written for attendance policy	No	8.00	09/22/2020	Sikkink, Kelsey	☒
09/09/2020	09/09/2020	Sick Written for attendance policy	No	8.00	09/10/2020	Sikkink, Kelsey	☒
08/19/2020	08/19/2020	Sick Written for attendance policy	No	8.00	08/20/2020	Sikkink, Kelsey	☒
07/16/2020	07/17/2020	Paid Time Off	Yes	16.00	07/17/2020	Sikkink, Kandace	☒
05/21/2020	05/21/2020	Sick Notification for attendance	No	8.00	05/22/2020	Sikkink, Kelsey	☒
05/12/2020	05/12/2020	Sick Notification for attendance	No	8.00	05/13/2020	Sikkink, Kelsey	☒
04/23/2020	04/24/2020	Paid Time Off	Yes	16.00	04/30/2020	Sikkink, Kelsey	☒
02/25/2020	02/25/2020	Paid Time Off TOR Recvd.	Yes	8.00	02/25/2020	Elton, Diana	☒
01/14/2020	01/14/2020	Paid Time Off TOR Recvd.	Yes	8.00	01/09/2020	Elton, Diana	☒
12/18/2019	12/18/2019	Paid Time Off TOR Recvd.	Yes	8.00	12/17/2019	Elton, Diana	☒
11/12/2019	11/12/2019	Sick written for attendance	No	8.00	11/13/2019	Peterson, Sierra	☒
11/08/2019	11/08/2019	Paid Time Off TOR Recvd.	Yes	8.00	11/05/2019	Elton, Diana	☒
10/29/2019	10/29/2019	Paid Time Off TOR Recvd.	Yes	8.00	10/28/2019	Elton, Diana	☒
09/16/2019	09/16/2019	Paid Time Off TOR Recvd.	Yes	8.00	09/11/2019	Elton, Diana	☒
08/31/2019	09/01/2019	Weekend	Yes	16.00	08/27/2019	Sikkink, Kelsey	☒
08/31/2019	08/31/2019	Weekend	Yes	8.00	08/21/2019	Sikkink, Kelsey	☒
08/19/2019	08/19/2019	Sick Final for attendance	No	8.00	08/19/2019	Peterson, Sierra	☒
07/11/2019	07/11/2019	Paid Time Off TOR Recvd.	Yes	8.00	07/09/2019	Elton, Diana	☒
06/26/2019	06/26/2019	Sick Final for attendance	No	8.00	06/27/2019	Peterson, Sierra	☒
06/03/2019	06/03/2019	Sick Written for attendance	No	8.00	06/03/2019	Sikkink, Kelsey	☒
05/21/2019	05/21/2019	Paid Time Off TOR Recvd.	Yes	8.00	05/21/2019	Elton, Diana	☒
05/08/2019	05/08/2019	Sick Written for attendance	No	8.00	05/08/2019	Sikkink, Kelsey	☒
04/26/2019	04/26/2019	Paid Time Off	Yes	8.00	04/26/2019	Sikkink, Kelsey	☒

04/19/2019	04/19/2019	Paid Time Off TOR Recvd.	Yes	8.00	04/18/2019	Elton, Diana	☒
03/29/2019	03/29/2019	Paid Time Off TOR Recvd.	Yes	8.00	03/29/2019	Elton, Diana	☒
03/05/2019	03/05/2019	Sick Verbal for attendance	No	8.00	03/05/2019	Sikkink, Kelsey	☒
03/04/2019	03/04/2019	Sick Verbal for attendance	No	8.00	03/05/2019	Sikkink, Kelsey	☒
02/11/2019	02/11/2019	Sick Notification for attendance	No	8.00	02/11/2019	Sikkink, Kelsey	☒
02/06/2019	02/06/2019	Paid Time Off TOR Recvd.	Yes	8.00	02/06/2019	Elton, Diana	☒
01/31/2019	01/31/2019	Sick Notification for attendance	No	8.00	02/01/2019	Sikkink, Kelsey	☒
12/28/2018	12/28/2018	Arrived late Notification for tardiness	No	0.25	12/31/2018	Sikkink, Kelsey	☒

Disciplinary Report Form

Employee name: Abdi Ali	Hire Date: 11/27/2018	Job title: Production
Department: Production	Shift: 1st	Supervisor: Bunthy Douk

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

Type of offense: _x_ 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

Absenteeism

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.)

Unexcused Absence on 5/8/2019

Completed by: **Diana Elton**	Date: **5/9/2019**

(Shaded area to be completed by Human Resources only.)

Progressive step: __ Oral warning* __ Suspension (unpaid) _x_ Written reprimand __Release __ Suspension (paid) **File apart from personnel files and copies thereof*

Written Warning for the Attendance Policy

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

01/31/2019 – Notification for attendance
02/11/2019 – Notification for attendance
03/04/2019 – Verbal for attendance
03/05/2019 – Verbal for attendance
05/08/2019 – Written for attendance

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): *Kelsey Sikkink*	Date 5/09/2019

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.)

Go 2 months without calling in

****Please sign and return to CMG****

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:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** 5/9/19

Mailed 5/9/2019

Disciplinary Report Form

Employee name: Abdi Ali	Hire Date: 11/27/2018	Job title: Production
Department: Production	Shift: 1st	Supervisor: Bunthy

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

Type of offense: _x_ 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

Absenteeism

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.)

Unexcused Absence on 6/3/2019

Completed by: **Diana Elton**	Date: **6/4/2019**

(Shaded area to be completed by Human Resources only.)

Progressive step: __ Oral warning* __ Suspension (unpaid) _x_ Written reprimand __Release __ Suspension (paid) **File apart from personnel files and copies thereof*

Written Waring for the Attendance Policy

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

2 Notifications for attendance
2 Verbal for attendance
2 Written for attendance

Consequence if incident occurs again:
Possible Written Warning / Possible Final Waring

Human Resources Signature(s): Kelsey Sikkink	Date 6/4/2019

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.)

Go 2 months without calling in

****Please sign and return to CMG****

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:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** 6/4/19

Mailed 6/4/2019

Disciplinary Report Form

Employee name: Abdi Ali	Hire Date: 11/27/2018	Job title: Production
Department: Production	Shift: 1st	Supervisor: Bunthy Douk

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

Type of offense: _x_ 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

Absenteeism

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.)

Unexcused Absence on 6/26/2019

Completed by: Diana Elton	Date: 6/27/2019

(Shaded area to be completed by Human Resources only.)

Progressive step: __ Oral warning* __ Suspension (unpaid) _x_ Written reprimand __Release __ Suspension (paid) **File apart from personnel files and copies thereof*

Final Warning for the Attendance Policy

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

1/31/2019 – Notification for attendance
2/11/2019 – Notification for attendance
3/4/2019 – Verbal for attendance
3/5/2019 – Verbal for attendance
5/8/2019 – Written for attendance
6/3/2019 – Written for attendance

Consequence if incident occurs again:
Possible Final Warning / Possible Assignment End

Human Resources Signature(s): Kelsey Sikkink	Date 6/27/2019

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.)

Go 2 months without calling in

****Please sign and return to CMG****

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:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: Kelsey Sikkink **Date:** 6/27/19

Mailed 6/27/2019

Disciplinary Report Form

Employee name: Abdi Ali	Hire Date: 11/27/2018	Job title: Production
Department: Production	Shift: 1st	Supervisor: Bunthy Douk

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

Type of offense: _x_ 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

Absenteeism

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.)

Unexcused Absence on 8/19/19

Completed by: **Diana Elton**	Date: **8/20/2019**

(Shaded area to be completed by Human Resources only.)

Progressive step: __ Oral warning* __ Suspension (unpaid) _x_ Written reprimand __Release __ Suspension (paid) **File apart from personnel files and copies thereof*

Final Warning for the Attendance Policy

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Notified upon Hire

Consequence if incident occurs again:
Possible Final Warning / Possible Assignment End

Human Resources Signature(s): Kelsey Sikkink	Date 8/20/2019

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.)

Go 2 months without calling in

****Please sign and return to CMG****

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:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** 8/20/19

Mailed 8/20/2019

Disciplinary Report Form

Employee name: Abdi Ali	Hire Date: 11/27/2018	Job title: Production
Department: Production	Shift: 1st	Supervisor: Bunthy Douk

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

Type of offense: _x_ 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

Absenteeism

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.)

Unexcused Absence on 11/12/2019

Completed by: **Diana Elton**	Date:

(Shaded area to be completed by Human Resources only.)

Progressive step: __ Oral warning* __ Suspension (unpaid) _x_ Written reprimand __Release __ Suspension (paid) **File apart from personnel files and copies thereof*

Written Warning for the Attendance Policy

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

11/12/2019 – Written for attendance
8/19/2019 – Final for attendance
6/26/2019 – Final for attendance
6/3/2019 – Written for attendance
5/8/2019 – Written for attendance
3/5/2019 – Verbal for attendance
3/4/2019 – Verbal for attendance

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): Kelsey Sikkink	Date 11/13/2019

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.)

Go 2 months without calling in

****Please sign and return to CMG****

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:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: [illegible] **Date:** 11/13/19

EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali **Date:** 8/20/20

Supervisor Name: Bunthy Douk **Hire Date:** 11/27/18

☐ Verbal Warning ☒ Written Warning ☐ Final Warning

☐ Coaching/Counseling Session ☐ Assignment End ☐ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☐Tardiness
☐Damaged Equipment
☒Absenteeism
☐Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 8/19/20

3. Prior Warnings:

Notification 5/21/20
Notification 5/12/20
Written 11/12/19

4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible final warning / possible assignment end.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: [illegible] Date: 8/21/20

Called to come in and sign warning but was a ncns. Mailed on 8/21/20.

EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali **Date:** 9/10/2020

Supervisor Name: Bunthy Douk **Hire Date:** 11/27/2018

☐ Verbal Warning ☒ Written Warning ☐ Final Warning

☐ Coaching/Counseling Session ☐ Assignment End ☐ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☐Tardiness
☐Damaged Equipment
☒Absenteeism
☐Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused Absence on 9/9/2020

3. Prior Warnings:

5/12/2020 – Notification for attendance

5/21/2020 – Notification for attendance

8/19/2020 – Written for attendance

4. The following immediate corrective action must be taken by the employee. Failure to do so will result in further disciplinary action up to and including termination.

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Kiley Adkins Date: 9/14/20

Mailed 9/14

EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali **Date:** 9/22/20

Supervisor Name: Bunthy Douk **Hire Date:** 11/27/18

☐ Verbal Warning ☒ Written Warning ☐ Final Warning

☐ Coaching/Counseling Session ☐ Assignment End ☐ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☐Tardiness
☐Damaged Equipment
☒Absenteeism
☐Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 9/21/20

3. Prior Warnings:

Written 8/19/20

Notification 5/21/20
Notification 5/12/20
Written 11/12/19

4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible final warning / possible assignment end.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: [signature] Date: 9/23/20

Called to come in and sign warning but was a ncns. Mailed on 9/23/20.

EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali **Date:** 10/9/20

Supervisor Name: Bunthy Douk **Hire Date:** 11/27/18

☐ Verbal Warning ☒ Written Warning ☐ Final Warning

☐ Coaching/Counseling Session ☐ Assignment End ☐ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☐Tardiness
☐Damaged Equipment
☒Absenteeism
☐Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 10/8/20

3. Prior Warnings:

Written 9/21/20
Written 8/19/20
Notification 5/21/20
Notification 5/12/20
Written 11/12/19

4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible final warning / possible assignment end.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Kily Adkll Date: 10/10/20

Called to come in and sign warning but was a ncns. Mailed on 10/10/20.

EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali **Date:** 4/30/21

Supervisor Name: Sam Chea **Hire Date:** 11/27/18

☐ Verbal Warning ☒ Written Warning ☐ Final Warning

☐ Coaching/Counseling Session ☐ Assignment End ☐ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☐Tardiness
☐Damaged Equipment
☒Absenteeism
☐Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 4/29/21

3. Prior Warnings:

Verbal 4/28/21
Verbal 4/24/21
Notification 4/14/21
Notification 4/7/21
Verbal 3/2/21
Written 10/8/20
Written 9/21/20
Written 8/19/20
Notification 5/21/20
Notification 5/12/20

4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible final warning / possible assignment end.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Kelly Adkins Date: 4/30/20

Called to come in and sign warning but was a ncns. Mailed on 4/30/20.

EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali **Date:** 5/12/21

Supervisor Name: Sam Chea **Hire Date:** 11/27/18

☐ Verbal Warning ☒ Written Warning ☐ Final Warning

☐ Coaching/Counseling Session ☐ Assignment End ☐ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☐Tardiness
☐Damaged Equipment
☒Absenteeism
☐Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/11/21

3. Prior Warnings:

Written 4/29/21
Verbal 4/28/21
Verbal 4/24/21
Notification 4/14/21
Notification 4/7/21
Verbal 3/2/21
Written 10/8/20
Written 9/21/20
Written 8/19/20
Notification 5/21/20
Notification 5/12/20

4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible final warning / possible assignment end.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Kelly Dahlell Date: 5/13/20

Called to come in and sign warning but was a ncns. Mailed on 5/13/20.

EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali **Date:** 5/13/21

Supervisor Name: Sam Chea **Hire Date:** 11/27/18

☐ Verbal Warning ☒ Written Warning ☐ Final Warning

☐ Coaching/Counseling Session ☐ Assignment End ☐ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☐Tardiness
☐Damaged Equipment
☒Absenteeism
☐Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/13/21

3. Prior Warnings:

Written 5/11/21
Written 4/29/21
Verbal 4/28/21
Verbal 4/24/21
Notification 4/14/21
Notification 4/7/21
Verbal 3/2/21
Written 10/8/20
Written 9/21/20
Written 8/19/20
Notification 5/21/20
Notification 5/12/20

4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible final warning / possible assignment end.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Kelly Adell Date: 5/15/20

Called to come in and sign warning but was a ncns. Mailed on 5/15/20.

EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali **Date:** 5/17/21

Supervisor Name: Sam Chea **Hire Date:** 11/27/18

☐ Verbal Warning ☒ Written Warning ☐ Final Warning

☐ Coaching/Counseling Session ☐ Assignment End ☐ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☐Tardiness
☐Damaged Equipment
☒Absenteeism
☐Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/15/21

3. Prior Warnings:

Written 5/13/21
Written 5/11/21
Verbal 4/28/21
Verbal 4/24/21
Notification 4/14/21
Notification 4/7/21
Verbal 3/2/21
Written 10/8/20
Written 9/21/20
Written 8/19/20
Notification 5/21/20
Notification 5/12/20

4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible final warning / possible assignment end.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Kelly Adkins Date: 5/17/21

Called to come in and sign warning but was a ncns. Mailed on 5/17/20.

EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali **Date:** 5/17/21

Supervisor Name: Sam Chea **Hire Date:** 11/27/18

☐ Verbal Warning ☐ Written Warning ☒ Final Warning

☐ Coaching/Counseling Session ☐ Assignment End ☐ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☐Tardiness
☐Damaged Equipment
☒Absenteeism
☐Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Abdi called in before his shift and stated he would be late but never showed up. I called him and he stated he would not be in at all. I asked him why he did not call back and let us know that rather then being late he would not be in and he said he did not want to call. I told him this would be a final warning and it is considered a no call no show. Sine he is a line lead, and we are short staffed we would give him one more chance and to please go 2 months without calling in to accrue an unexcused day per policy. I also asked him to come to the CMG office to sign his warning and he said he would be in before 4pm but he never showed up. His warning was mailed on 5/18/21.

3. Prior Warnings:

Written 5/15/21
Written 5/13/21
Written 5/11/21
Verbal 4/28/21
Verbal 4/24/21
Notification 4/14/21
Notification 4/7/21
Verbal 3/2/21
Written 10/8/20
Written 9/21/20
Written 8/19/20
Notification 5/21/20
Notification 5/12/20

4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible final warning / possible assignment end. Abdi has been called in numerous times and given numerous warnings. Due to our low staffing and Abdi's position as a line lead, we expect him to show improvement. We have also accommodated to numerous transfers to help Abdi's situation at home. We will give him another chance to show improvement. This was all spoken to over the phone with Abdi on 5/17/21.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Lily Adtkit Date: 5/18/21

Called to come in and sign warning but was a ncns. Mailed on 5/18/20.

EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali **Date:** 5/21/21

Supervisor Name: Sam Chea **Hire Date:** 11/27/18

☐ Verbal Warning ☐ Written Warning ☐ Final Warning

☐ Coaching/Counseling Session ☐ Assignment End ☒ Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

☐Tardiness
☐Damaged Equipment
☒Absenteeism
☒Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Abdi was spoken to on 5/17/21 after he called in late but never showed up regarding his attendance. He was also asked to come in and sign his warning, but he was a no call no show. His warning was mailed to him. He called in again on 5/21/21. I called him on 5/21/21 and told him that his assignment had ended due to his excessive absenteeism. I explained that we have worked with him and transferred him to help him improve and succeed but he is showing no improvements. He did request his vacation payout but per policy, since his assignment was ended, he forfeited his vacation payout. He was upset and told me to fuck off and hung up. I have not heard back from him since 5/21/21.

3. Prior Warnings:

Final 5/17/21
Written 5/15/21
Written 5/13/21
Written 5/11/21
Verbal 4/28/21
Verbal 4/24/21
Notification 4/14/21
Notification 4/7/21
Verbal 3/2/21
Written 10/8/20
Written 9/21/20
Written 8/19/20
Notification 5/21/20
Notification 5/12/20

4. The following immediate corrective action must be taken by the employee.

Assignment end/Spoke to Abdi on the phone on 5/21/21.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Lily Abdi Date: 5/21/21

Approved Transfer Requests for Abdi Ali (requested by Abdi Ali to help accommodate with his personal scheduling and help improve his attendance)

Hire Date-11/27/2018

1st Transfer 2/19/2019 2nd South to 1st South

2nd Transfer 8/5/2019 1st South to 2nd DC (approved but he declined and remained on 1st South)

3rd Transfer 12/16/2019 1st South to 2nd South

4th Transfer 3/23/2020 2nd South to 1st South

Transfer Request

Employee Name: Abdi Ali

Date: 2/19/2019

Current Shift/Dept.: 2nd South

Shift Requesting: 1st South

Reason: Transportation Issues

Date of Requested Transfer: March 04, 2019

Office Use Only

Attendance: Great

Work Performance: N/A

Available Opening:

CMG Approval: Kelsey Sikkink

Department Manager Approval: MSchumacher

Work Restrictions: N/A

Current Wage: $10.00 New Wage: NA

Hire Date: 11/27/2018

This will only Happen if Abdi can left 40hrs and work when Bunthy needs him

09/2011

HR Initials: CL

8/4 PPE

Declined and Stayed on 1st South.

Transfer Request

SUP.

Employee Name: Abdi Ali

Effective Date: ~~8/01/19~~ 8/5

Current Shift/Dept.: 1st South

Shift Requesting: 2nd DC

Reason: Available Opening

Employee Signature: X

Office Use Only

Attendance: Improving

Work Performance: EPR on 3/10/19 score 4.6

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: MSchumacher

Work Restrictions: N/A

Current Wage: 12.00 New Wage: 13.00

Hire Date: 11/27/2018

09/2011

HR Initials

Transfer Request

Employee Name: Abdi Ali

Effective Date: (needs ASAP) 12/16/19

Current Shift/Dept.: 1st South

Shift Requesting: 2nd South

Reason: School

Employee Signature: _____

Office Use Only

Attendance: Improving

Work Performance: EPR 3/10/19 4.6 – 90 day

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: MSlumaker

Work Restrictions: N/A

Current Wage: $12.00 New Wage: NA

Hire Date: 11/27/2019

09/2011

HR Initials: W

Transfer Request

Employee Name: Abdi Ali

Effective Date: 3/23/2020

Current Shift/Dept.: 2nd South

Shift Requesting: 1st South

Reason: Family issues

Employee Signature: _____

Office Use Only

Attendance: Good

Work Performance: _____

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: M Schumacher

Work Restrictions: N/A

Current Wage: $13.50 New Wage: NA

Hire Date: 11/27/2018

09/2011

HR Initials _____

CORPORATE MANAGEMENT GROUP

New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with the website, username and password to view the new hire forms that you signed during your CMG interview. Please sign and date the bottom of the sheet stating that you received your login *information.*

CMG/ ESSG / Reichel Foods Handbook

Healthcare Notice of Exchange and Website for Enrollment

Safety Policy

Drug and Alcohol Testing Policy

Website: https://nho.esgazure.com/login/cmg

Login Name: 6127085265

Login Password: Aa@9526

I hereby acknowledge that I have been provided with the login information to view the items listed above. I understand that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the times or its content, that it is my responsibility to address my questions with my supervisor o CMG representative, and hereby waive any claim, now or in the future, that I did not receive, did not read or did not comprehend the items or their contents.

Signature: _____ Date: 11/26/18

Your ***REICHEL FOODS, INC. SUPERVISOR*** will give you as much advance notice as possible about any overtime requirement. Overtime is based on each hour over 40 worked in a regular work week (Monday-Sunday). If you are unable to work Saturday and/or Sunday, employee must fill out a Time Off Request form before Thursday and submit to Reichel Foods, Inc. Supervisor for approval. Time Off Requests approved for Saturday and Sunday does not affect you're attendance record or vacation usage.

☑ ATTENDANCE

ESSG and ***REICHEL FOODS, INC.*** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other ESSG Associates/***REICHEL FOODS, INC. TEAM MEMBERS*** and could reduce the quality of the finished product or service at ***REICHEL FOODS, INC***.

ESSG Associates are expected to be at their workstations ready to begin work at their assigned start time. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason, you must receive permission from your ***REICHEL FOODS, INC. SUPERVISOR***. Your attendance record is part of your total work record, and could affect your future with ESSG and ***REICHEL FOODS, INC***.

☑ TARDINESS AND ABSENCE REPORTING

Absenteeism and tardiness are the most common reasons for removal from assignments at Reichel Foods, Inc. Make it a priority to be on time and at work every day that you are assigned.

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 any emergency, as soon as possible. The telephone number for the Absent and Tardy Phone Line is: (507) 923-4957. Attendance and punctuality are of great importance to our company and our customers. As an employee, your contribution to the success of the organization is very important. Absenteeism and tardiness place a burden on other employees, on the overall operations of the business, and most importantly on our customers. While the company recognizes that there are times that necessitate being away from your assigned duties, each employee must appropriately balance the needs of the business with their personal needs. To ensure a consistent application, the following policies have been established. These policies are intended to further clarify and define the attendance/punctuality expectations that are outlined in the Employee Handbook.

Because it is our desire to build a responsible workforce, we have chosen to implement a "No Fault" attendance policy. With this policy, employees need not bring in excuses. All absences and tardies are recordable for purposes of determining excessive absenteeism or tardiness under this policy. Absences resulting from conditions that are determined to qualify for leave under the federal Family and Medical Leave Act (FMLA) are not counted as absences under the

"No Fault" policy.

The Company's "No Fault" policy allows an employee with one year seniority to be absent (7) days in a twelve (12) month period in excess of the Employee's properly utilized vacation days for that period. In addition, this policy allows an employee seven (7) tardies in a twelve (12) month period. Tardies include late arrivals, unexcused late arrivals, and/or missed punches. Employees who have one year or more of service, but who are eligible for vacation, will be allowed up to seven (7) days of absence in a twelve (12) month period. Missing more than seven (7) days, apart from vacation days, is considered "Excessive Absenteeism."

For the purpose of determining "Excessive Absenteeism" for employees with less than one year of service, the Company will prorate the number of absences allowed per year on a monthly basis (for example: missing more than two (2) days in a three (3) month period would be considered excessive absenteeism).

Any employee who fails to maintain an acceptable attendance record by falling into the "Excessive Absenteeism" categories described above, or who engages in excessive tardiness, will be subject to disciplinary action, up to and including termination. Excessive absenteeism or tardiness may also affect future promotions, job transfers, compensation, and eligibility for vacation time.

If an employee is absent from work for one (1) day without calling the absent/tardy phone line, the employee may be subject to disciplinary action, up to and including termination or voluntary quit, effective the last day worked by the employee.

SAFETY RULES AND RESPONSIBILITIES

Safety is everyone's job while on assignment at Reichel Foods, Inc. It is important for you to learn and follow all safety procedures for your job. Any near miss or injury, regardless of its severity, must be reported to your supervisor. A near miss is an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.

As an employee, you must accept responsibility for safety. These responsibilities include:

1. Follow department and plant safety practices.
2. Be familiar with all safety rules that directly pertain to your job and comply with them.
3. Report accidents and injuries to your Supervisor or Lead immediately no matter how minor.
4. First Aid must be obtained for any injury, no matter how slight.
5. Employees are required to provide cooperation and information for accurate accident investigations. Our goal is to prevent a recurrence of a similar incident.
6. Notify your Supervisor, Operations Manager or Safety Supervisor of any close calls, unsafe acts or conditions immediately.
7. Horseplay or unsafe acts are strictly forbidden. Example: Throwing product is considered an unsafe act. Willful horseplay or unsafe acts will be grounds for

dismissal.

8. No running in any plant area anytime. Running is considered an unsafe act.
9. Each employee is accountable for him/herself and his/her coworkers for their safety and subject to disciplinary action for safety violations.
10. Safety ideas are always needed. Employees should discuss their safety ideas with their Supervisor or Safety Supervisor, or submit a written safety concern or suggestion.
11. Attendance is required at all safety meetings. Employees are encouraged to speak out as safety ideas are greatly appreciated.
12. Use all required safety devices and protective equipment.
13. Safety goggles must be worn while performing certain jobs as designated by Reichel Foods, Inc.
14. Earplugs are to be used in designated areas. Earmuffs or other approved devices may be used for hearing protection.
15. Personal headphones with iPod, MP3 players or other devices are strictly prohibited. Concentrated music of that type makes it impossible for any employee to hear a warning or other instructions.
16. Lockout-Tag out all machinery when making repairs or adjustments, to prevent accidental startup. Make it safe to protect you.
17. Only authorized and trained staff are allowed to make adjustments or repairs to equipment or machinery.
18. Keep all machine guards in place; do not tamper with any safety switch or device designed for your safety.
19. Tampering with any emergency equipment is prohibited.
20. Only authorized operators should operate or use powered equipment.
21. Only authorized operators shall operate lift trucks. No riders are allowed on any unit.
22. Fire extinguishers are not to be tampered or played with.
23. Electrical cords are not to be tied in knots or rolled up and hanging on metal equipment or metal pipes.
24. Only authorized employees are permitted to enter electrical panels.
25. Good housekeeping is a top safety concern. Everyone must help keep the plant neat and clean. Proper disposal of all trash and rubbish is required.
26. When using chemicals, you must follow all Chemical Safety Rules and Employee Right to Know/Hazard Communication Standards.
27. Utilize proper storage containers for Flammable or Hazardous Materials.
28. Maintain proper stacking and storage; keep material clear of Fire Extinguishers, Eye Wash Stations, Exits and any safety Equipment.
29. Common sense and the safety of others must be of prime importance.
30. Always work together as a TEAM. Help fellow employees and especially those who are new to Reichel Foods, Inc.

More on Reichel Foods, Inc. safety program can be obtained by contacting your Supervisor.

SAFETY TRAINING

Reichel Foods, Inc. is committed to the safety of its employees, to the preservation and safe

lot.

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

ESSG and 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 and 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. Holding the door open to allow others entry in the secured facilities. All employees must

use their own badge to gain access to the facilities.

12. Taking excessive work breaks.
13. Leaving the plant without permission or without punching out while on duty.
14. Posting unauthorized material anywhere on Company property.
15. Misuse of the pager system.
16. Deliberately restricting production.
17. Unauthorized use or theft of property belonging to the Company or anyone else on Company property (including attempted thefts).
18. 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.
19. Photographs, tape recording, video recording or any other recording during working time (i.e., non-break time) and in work areas without management approval is prohibited.
20. Damaging or misusing the property of the Company or another employee
21. Reporting for work in a condition unfit to perform duties.
22. Drinking intoxicants while on duty.
23. Fighting or attempting to injure another employee.
24. Failure to carry out required job duties.
25. Altering, defacing or removing governmental or Company notices and bulletins that are posted.
26. Disorderly or immoral conduct on Company property.
27. Illegal use of drugs or narcotics.
28. Use of threatening, abusive, profane language or other provocation that might reasonably be expected to result in a violent or similar disturbance.
29. Possession of weapons on Company property.
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 concerning clients, customers, and vendors of Reichel Foods Inc.
37. Making false fire alarms, causing false fire alarms to be made or tampering with protection equipment.
38. Opening, removing or tampering with locks or seals on Company property without proper authorization.
39. 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 (AIDS), Tuberculosis, STD's and Airborne Influenza viruses.
40. 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 offense, 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, Inc.'s 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, Inc. 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

ESSG 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. Employees may not remove or change any information in the personnel file. ESSG will provide copies of documents within the personnel files to a current or former employee to the extent required by law.

CODE OF CONDUCT

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GOOD MANUFACTURING PRACTICES

It is the goal of Reichel Foods, Inc. to produce products that are wholesome, nutritious, pure and

Year 2 - 5 – 80 hours maximum of VACATION earned at the rate of 0.0384 VACATION hour per hour worked)
Year 6 - 10 – 120 hours maximum of VACATION earned at the rate of 0.0576 VACATION hour per hour worked)
Year 11 & up – 160 hours maximum of VACATION earned at the rate of 0.0769 VACATION hour per hour worked)
Employee may elect to carry over a maximum of forty (40) vacation hours past his/her anniversary date.
Any hours exceeding the allowed maximum of forty (40) vacation hours will be paid out automatically on the following pay period proceeding anniversary date.
All terminated employees will be paid out their accrued VACATION hours.

VACATION AT TIME OF SEPARATION

An employee may be separated from employment voluntarily or involuntarily by retirement, voluntary resignation, lack of work, or termination. All Company property in the employee's possession must be returned to the supervisor, and any debts owed the Company paid in full upon separation from employment before the employee's final pay check is released.
The Company will determine if the terminating employee has any outstanding debt owed to the Company and whether the individual has in his/her possession any Company property. After a full accounting of the employee's and the Company's accounts is completed, a final paycheck will be issued to the employee in accordance with state law.
The Company will issue a check designated as the final payment for all services rendered. **For employees in good standing, not termed for misconduct, any unused vacation will be paid in cases of (1) lay-off due to lack of work; and (2) resignation in which a full two (2) week's notice is given, and the employee works the entire two (2) weeks. No vacation will be granted for days missed unless they have been pre-approved by their department manager, or in the case of illness, a doctor's note.**

HOLIDAYS

Eligible full-time employees are entitled to paid time off for the following holidays: **New Year's Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, and Christmas Day.** To be paid for a holiday, the employee must have worked a total of at least 1040 hours of continuous service. Holidays that occur during vacation will not be charged against such leave. To be eligible for paid holidays, an employee must work the scheduled day before and the scheduled day after the holiday. If an employee takes a vacation day on the scheduled day before or the scheduled day after, they will be required to use 8 hours of accrued vacation for each day requested.

TEMPORARY, PART-TIME, SEASONAL, AND INTERNSHIP BENEFITS

Employees working at Reichel Foods, Inc. that are hired for Temporary, Part-Time, Seasonal, and Internship positions will not be eligible for benefits during this time. Wages will be based on position employee is hired for. At the end of the Seasonal position, employees may be given the option to become a Regular Full-Time employee based on their performance.