

# 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



### 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) Coronado Jose Date: 5-28-19

Address: (Street Address) 2315 Park Ln. SE (Apt./Unit #) 132

(City) Rochester (State) MN (ZIP Code) 55904

Phone: (507) 251-2857 Email: coronado-jose73@yahoo.com

Social Security No. 449-55-7916 Date Available: 6-10-19

Position Applied for: Line Desired Salary: 9.10 hrs.

Shift Available to work:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup> Employment desired:  Full-Time  Part-Time

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

How did you hear about us? Wife Referral Name: Maribel Coronado

If under 18, please list age: \_\_\_\_\_

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?  No  Yes

1st Shift

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	Del Rio <del>High</del> High School	Del Rio, Texas	12	
College	RCTC	Rochester MN.	2 1/2	
Bus. Or Trade School				
Professional School				

# 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



### 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: \_\_\_\_\_

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Jose Coronado Sr Date: 3/23/21

Supervisor Name: Sam Chea Hire Date: 6/10/19

- Verbal Warning       Written Warning       ~~Final Warning~~  
 Coaching/Counseling Session       Assignment End       Termination

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

- |   |  |
|---|--|
| <input type="checkbox"/> Tardiness                    | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input type="checkbox"/> Absenteeism                  | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input checked="" type="checkbox"/> Policy Violation  | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other                                 |

## 2. Details of Unsatisfactory Behavior/Actions:

On 3/22/21, there was an altercation between Chantha and Jose C. After viewing the camera footage, it was seen that Jose was waving and (witness statement) making comments at Chantha. Chantha came out of the Tumbler room and started yelling back at Jose. The two employees, Jose and Chantha continued to yell at one another and making verbal threats. Two other employees separated Chantha and Jose. The witness stated that the Jose and Chantha were making comments about going out to the parking lot and taking care of the issue. As per the handbook, this behavior is not acceptable in the workplace and will not be tolerated. Both will be spoken to and made aware of their job expectations and if another altercation occurs, they should go to their supervisor.

## 3. Prior Warnings:

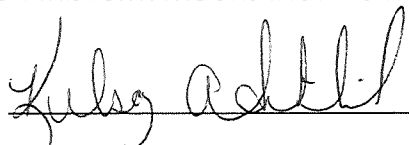
2/17/20-Verbal, 2/28/20 Written, 11/30/20 Written, 2/3/21-Verbal

## 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.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Manager's Signature:  Date: 3/23/2021

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Jose Coronado Sr

Date: 8/10/21

Supervisor Name: Sam Chea

Hire Date: 6/10/19

- 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                                       Insubordination
- Damaged Equipment                       Failure to Follow Procedure
- Absenteeism                                       Failure to Meet Performance Standards
- Policy Violation                                       Poor Work Quality
- Falsifying Company Documents       Other Creating conflict with supervisor

## 2. Details of Unsatisfactory Behavior/Actions:

On 8/11/21, Jose's wife was speaking to the supervisor, Isabel G. Jose was not happy with how the situation his wife brought up was being handled and made a threat towards Isabel G stating, "I won't hit a girl but bring your husband in". Isabel told Jose to return to his job duties but he refused and continued to argue with Isabel. This is inappropriate behavior and the situation did not involve Jose. If a situation occurs again, Jose's assignment will end.

Documentation from supervisor-She said she was asking Maribel to help with orics 6 and Maribel kept asking her where Esperanza was and why she had to do it and no one else.

Isabel said she kept arguing with her so she just started to walk away. As she was walking away Jose says "I told you not to talk to her." Isabel said she stopped and went back to the line to asked Jose about what he had said – like what did he mean by "I told you not to talk to her?"

Isabel said Jose then said, "where is your husband?" When Isabel asked him why he was asking her where her husband was he said, "because I don't hit women." Isabel said she told him to just keep doing what he was doing and she started to walk back to the office. Maribel followed Isabel and said (in front of Mike) if Jose is in trouble so is Isabel she said "fuck you and shut up." Isabel said she never said fuck you or shut up.

## 3. Prior Warnings:

n/a

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

Assignment end

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Kelsey Sikkink

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**From:** Lisa Campbell <Lisa@reichelfoods.com>  
**Sent:** Tuesday, August 10, 2021 2:42 PM  
**To:** Kelsey Sikkink  
**Cc:** Mike Schumacher  
**Subject:** Isabel's statement

Isabel was in my office

She said she was asking Maribel to help with orics 6 and Maribel kept asking her where Esperanza was and why she had to do it and no one else.

Isabel said she kept arguing with her so she just started to walk away. As she was walking away Jose says "I told you not to talk to her." Isabel said she stopped and went back to the line to asked Jose about what he had said – like what did he mean by "I told you not to talk to her?"

Isabel said Jose then said, "where is your husband?" When Isabel asked him why he was asking her where her husband was he said, "because I don't hit women." Isabel said she told him to just keep doing what he was doing and she started to walk back to the office. Maribel followed Isabel and said (in front of Mike) if Jose is in trouble so is Isabel she said "fuck you and shut up." Isabel said she never said fuck you or shut up.

Witnesses:

Biruh saw the altercation but did not hear any of the conversation.

Cecillia walked in at the end and could hear it was loud but didn't hear what was all said.

Delphine (MST) does not understand English very well she is French – she was the one standing next to Isabel in the video.

Isabel said she has had previous issues with Jose as well. She said on Sunday he was telling her she wasn't in change Sam is so Jose was refusing to listen to her directions. Isabel also said she has talked to him about longer breaks and then he mocks her but speaking loudly in the breakroom about how he needs to watch his break time because the supervisors don't do anything.

I'm not sure why we haven't received previous e-mails regarding these recent issues I will ask her for documentation.

Let me know what you would like to do.

Thank you!

**Lisa Campbell**

Human Resources Manager  
.....

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[www.reichelfoods.com](http://www.reichelfoods.com)

## Kelsey Sikkink

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**From:** Lisa Campbell <Lisa@reichelfoods.com>  
**Sent:** Tuesday, August 10, 2021 7:36 PM  
**To:** Isabel Garcia  
**Cc:** Kelsey Sikkink; Mike Schumacher  
**Subject:** Re: Jose Coronado

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

Thank you for the documentation.

Lisa Campbell  
Human Resources Manager  
Reichel Foods, Inc.

On Aug 10, 2021, at 7:32 PM, Isabel Garcia <IsabelG@reichelfoods.com> wrote:

On Sunday 08/08/2021 Jose was scheduled to be at the MV 1 hooper. But since the MV1 didn't run after all we only had the MV2 so I had to move people around. When Jose Coronado got to work I greeted him good morning, and said we only run one line the MV2 so can you do the window? He turned around and stared at me without saying anything and I asked him are you OK he said why am I gonna be in the slicing room and I said no the window transfer, I replied back by saying oh sorry I was not specific sorry for misleading you. He responded with, I am not going back to the slicing room I have talked to Sam. I answered that's fine I'm not asking you to go to the slicing room. He answered, even if you send me, you're not in charge. I replied by saying that's fine then I turned and continued with my duties.

Yesterday 08/09/2021

I asked him to monitor his breaks because he has been taking long breaks.

Jamie is witness to his long breaks.

Later after his break he comes into the office and told me OK I am done with my break I am going back so you can check and see how long I took..

I don't think this was called for

Then on the 2nd break he was out in the lunchroom and speaking really loud to Leo, saying he needed to go back because supervisors were watching him. Heard him from the office so I asked him if there was an issue? we could talk in the office... his response was I am not talking to you and I have the right to say what I want and walked away..

Tuesday 08/10/21

'Mike asked how much product the orics 6 had done so far?

Then when I saw on the camera the line was running and the pack off area was making WIP trays. So I went in and checked where the pack off area people were Maribel and Esperansa were not there.

I asked Maribel if everything was ready and she said no.

I don't want to work in the Orics 6 I don't want the lead position and she asking for Esperansa. I told her Esperansa it's on her way we need to get the line going. I was helping but she kept yelling I don't want to work in orics Than I just decided to go get Sam or Jamie and when I was walking by the Metal detector Jose started yelling at Maribel. "I told you don't listen to her go back to MV 1. I then turned around and asked him, what are you saying? He said I am not talking to you I'm talking to her and pointed at Maribel.

I responded,as her supervisor, I am asking her to do something so you can go back to where you are working and let her work. After I turned around, he threatened, bring me your husband. I turned and asked, what? He repeated again, bring me your husband. I asked why do you want my husband he said because I don't punch girls . I asked why are you bringing my husband into this, what is your issue? Again he said, bring him over I don't punch girls. Of which sounded like a threat. That tells me that he wanted to punch me.

## Kelsey Sikkink

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**From:** Lisa Campbell <Lisa@reichelfoods.com>  
**Sent:** Tuesday, August 10, 2021 5:31 PM  
**To:** Mike Schumacher  
**Cc:** Kelsey Sikkink  
**Subject:** Re: Isabel's statement

Sounds good just let me know tomorrow.

Lisa Campbell  
Human Resources Manager  
Reichel Foods, Inc.

On Aug 10, 2021, at 4:20 PM, Mike Schumacher <mikes@reichelfoods.com> wrote:

I can follow up but regardless I want you there 😊

Mike Schumacher  
Operations Manager  
Reichel Foods, Inc.  
Ph. 507-289-7264 Ext. 253  
Fax 507-289-6552  
[mikes@reichelfoods.com](mailto:mikes@reichelfoods.com)

**From:** Lisa Campbell <Lisa@reichelfoods.com>  
**Sent:** Tuesday, August 10, 2021 3:57 PM  
**To:** Kelsey Sikkink <Kelsey@corpmgmtgroup.com>  
**Cc:** Mike Schumacher <mikes@reichelfoods.com>  
**Subject:** RE: Isabel's statement

Mike - would you follow up with Isabel tomorrow regarding making sure she is also being respectful and equal to all employees. We don't want employees to feel like they are being pointed out or treated differently we are all on the same team.

If you would like me to sit in with you or I can speak with her – just let me know!

Thank you!

**Lisa Campbell**  
Human Resources Manager  
.....

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507.289.6552 | [www.reichelfoods.com](http://www.reichelfoods.com)

**From:** Kelsey Sikkink <Kelsey@corpmgmtgroup.com>  
**Sent:** Tuesday, August 10, 2021 3:46 PM  
**To:** Lisa Campbell <Lisa@reichelfoods.com>

**Cc:** Mike Schumacher <[mikes@reichelfoods.com](mailto:mikes@reichelfoods.com)>

**Subject:** RE: Isabel's statement

Hi,

I spoke to Jose and Maribel. They both feel they did nothing wrong and Jose denies some of the comments that came up.

Maribel-

Would like to resign from being a lead due to feeling she takes on a lot of responsibilities on her own with no help. She has requested in the past to Isabel but Isabel threatens her with her reviews and if she resigns she won't see an increase on her review.

On Maribel's last review she only received a \$.50 increase and knows from others talking that they received a \$2.00 increase. Maribel questioned Isabel on the amount of increase and was told my Isabel that she should take it or leave it.

There was a time that Maribel was returning from break and Isabel said in Spanish to her-"Oh your going back to work Miss Boss?"

Maribel was told my Isabel that Espranza won't work with her because Espranza doesn't like Maribel.

Maribel questioned Ezpranza about this and Ezpranza said she never said anything like that.

It has been noticed that many new employees are getting weekends off and the staff were told only 3 employees would be scheduled off for the weekends. Maribel and Jose took a pic of the Sunday schedule and there was numerous employees off. Maribel at one point tried to submit a TOR for a day off to Isabel and Isabel told her not to even turn it in. It wouldn't be approved anyways.

Maribel is moved by Isabel to different areas and doing jobs on her own. Other employees get frustrated with Maribel if she isn't working at their speed so Maribel feels Isabel is using her.

Jose told Isabel that other employees leaving their lunchboxes on the break tables to save a spot is unfair. Maria O came up to Maribel and asked if they should get Jose a skirt. Maribel asked her why is she saying that and Maria said she was told that Jose is the one that told on them. Jose only told Isabel so Maribel feels Isabel told Maria.

Maribel was in tears and feels for the last two years as being a lead she has taken numerous negative comments or remarks by Isabel. She has tried to step down from lead but is threatened by not receiving an increase. Maribel knows her reactions are not always professional or respectful but she feels it is a reaction from her unprofessional supervisor. Maribel tries to come to work and do her job but has felt that she is getting bullied or pushed out by Isabel. She doesn't understand why but this is how she said she feels.

Jose-

Jose made the comment to Maribel not to talk to Isabel because of all the issues she had and wanted her to talk to Jamie. That is what he meant by it.

Jose did ask where is your husband but did not say "because I don't hit women" but said "because I don't argue with women". Isabel started swearing at Jose in spanish and calling him a little girl. She then said he talks to much.

Jose said that Maribel was asking Isabel for help and Jose did not say anything to Isabel. It didn't matter because Isabel started yelling at him and swearing at him in Spanish.

Jose was told my Rahmo that Isabel asked her that if she is bothered by Jose that she should make a complaint against him. Rahmo came up and told Jose what Isabel had said to her and that Rahmo does not have any issues with Jose.

Jose was talking in the break room to Leo. Isabel came out of the office and Jose if he had anything to say to her. Jose said no I am talking to Leo. Isabel told Jose that he could come to the office if he had anything to say to her and he again told her that he wasn't talking to her at all but having a conversation with Leo.

Jose has brought up his concerns about how Isabel is constantly watching him on the floor and during break. He has walked out of the bathroom and Isabel was standing there telling Jose he was 5 mins late. Jose felt like she was watching him to get him in trouble.

Jose knows he is on a fine line with issues in the past so he is following all the rules as well as watching his break times. He also does not like Isabel jumping in on his conversations or trying to start altercations between her and him or him and other employees. He understands that she is his supervisor and has kept his mouth shut plenty of times when he hears her saying inappropriate things in Spanish to other employees. He has no problem listening to her direction but he feels she is belittling him and does not think it right for her to call him names or tell other employees confidential things.

Maribel and Jose disagreed with the last chance warning and made the comment that Jose will sign it if Isabel gets one. I explained that we are investigating the situation and will make changes to help everyone work respectfully.

They will return tomorrow and I told them I would fill you in on what their statements are. Jose and Maribel wanted me to make sure to tell you that he did not threaten or say he doesn't hit women. They both stated that Isabel started the altercation and finally yelled at Maribel to get to Mike's office and complain to him. They both admit they were heated but did not threaten or make any rude comments to her. Jose understands that it was very inappropriate to bring Isabel's husband up at work.

I took their statements and let them know that I would be reporting to you and we would figure out where to go from here. I also let them know that Isabel will not be the supervisor in their room but Jose is concerned because he rotates all over the place. I told him that she is still his supervisor and if they do communicate, he will be expected to communicate with respect. If he feels uncomfortable then he should speak to Sam or Jamie. I let Maribel know this as well.

Do you have any questions? How would you like me to proceed?

Thank you,

**Kelsey Sikkink**  
Account Manager  
507.923.0366 Direct

.....  
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[Like Us On Instagram](#)



**From:** Lisa Campbell <[Lisa@reichelfoods.com](mailto:Lisa@reichelfoods.com)>  
**Sent:** Tuesday, August 10, 2021 2:42 PM  
**To:** Kelsey Sikkink <[Kelsey@corpmgmtgroup.com](mailto:Kelsey@corpmgmtgroup.com)>  
**Cc:** Mike Schumacher <[mikes@reichelfoods.com](mailto:mikes@reichelfoods.com)>  
**Subject:** Isabel's statement

Isabel was in my office

She said she was asking Maribel to help with orics 6 and Maribel kept asking her where Esperanza was and why she had to do it and no one else.

Isabel said she kept arguing with her so she just started to walk away. As she was walking away Jose says "I told you not to talk to her." Isabel said she stopped and went back to the line to asked Jose about what he had said – like what did he mean by "I told you not to talk to her?"

Isabel said Jose then said, "where is your husband?" When Isabel asked him why he was asking her where her husband was he said, "because I don't hit women." Isabel said she told him to just keep doing what he was doing and she started to walk back to the office. Maribel followed Isabel and said (in front of Mike) if Jose is in trouble so is Isabel she said "fuck you and shut up." Isabel said she never said fuck you or shut up.

Witnesses:

Biruh saw the altercation but did not hear any of the conversation.

Cecillia walked in at the end and could hear it was loud but didn't hear what was all said.

Delphine (MST) does not understand English very well she is French – she was the one standing next to Isabel in the video.

Isabel said she has had previous issues with Jose as well. She said on Sunday he was telling her she wasn't in charge Sam is so Jose was refusing to listen to her directions. Isabel also said she has talked to him about longer breaks and then he mocks her but speaking loudly in the breakroom about how he needs to watch his break time because the supervisors don't do anything.

I'm not sure why we haven't received previous e-mails regarding these recent issues I will ask her for documentation.

Let me know what you would like to do.

Thank you!

**Lisa Campbell**

Human Resources Manager  
.....

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# EMPLOYEE WARNING NOTICE FORM

Employee Name: Jose Coronado Date: 2/28/20

Supervisor Name: Bunthy Douk Hire Date: 6/10/19

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

**2. Details of Unsatisfactory Behavior/Actions:**

On 2/28/20 Jose let a co-worker know that it was time for their break to be done and received a response from the co-worker "Shuf the F Up". Jose did not ignore the situation but continued on the altercation by telling his co-worker that he didn't like the way he was being spoken to and made the comment back, "I am going to F'ing beat you up.

**3. Prior Warnings: No prior warnings. This type of behavior is unacceptable at Reichel Foods and will not be tolerated.**

**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.**

**Jose will worry about hit own break time and not be concerned with his co-workers break time. If an altercation does occur Jose will remove himself from the situation and report to his supervisor. In the event that Jose is involved in another altercation it could result up to assignment end.**

Employee Signature: *Jose Coronado* Date: *2/28/2020*

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

Manager's Signature: *Bunthy Douk* Date: *2/28/2020*

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Jose Coronado Sr

Date: 8/11/21

Supervisor Name: Sam Chea

Hire Date: 6/10/19

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

**2. Details of Unsatisfactory Behavior/Actions:**

On 8/10/21, Jose made a comment to the supervisor after the supervisor and Jose's wife were in a conversation. Jose admitted that he asked the supervisor, Isabel G, where her husband was at. Isabel G responded back and asked why. Jose states he answered back, "because I don't argue with women" but Isabel G stated Jose said, "because I don't hit women". I spoke to Jose on 8/11/21 and took his documentation regarding his complaints against Isabel. They were address by Reichel Foods. After further review by upper management at Reichel Foods, the client as decided Jose's assignment will end. They have given him numerous opportunities to improve and given many warnings regarding other issues with supervisors and co-workers. He has been moved to other areas and assigned different supervisors to accommodate to his Jose. We have seen no improvement and given him plenty of opportunity. At this time his assignment will end at Reichel Foods.

**3. Prior Warnings:**

2/15/20, 2/28/20, 11/30/20, 2/3/21, 4/20/21, 7/26/21

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

n/a

Employee Signature: Jose A. Coronado Date: 8-12-21

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

Manager's Signature: [Signature] Date: 8/12/21

**Receipt of Employee Handbook and Employee-At-Will Statement**

This is to acknowledge that I have read and have access to a copy of the Employer Solutions Staffing Group LLC (ESSG) Assigned 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 or Corporate Management Group

DATE: 5/28/2019

EMPLOYEE NAME: JOSE CORONADO SR

PLEASE PRINT  
EMPLOYEE SIGNATURE:  Electronic signature accepted

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**

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.

## **GOOD MANUFACTURING PRACTICES**

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

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acceptance of the statements in the review.

## **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, Inc. 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 assignment with Reichel Foods, Inc. which needs immediate attention. We recommend the 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, INC.**

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

## **VACATION**

Regular full-time employees of ESSG working at Reichel Foods, Inc. 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)