



Meds 11:00 9/25 - interview.

9/18 ENTERED

## CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE 09-16-13

Name RAGE ALI Hashim  
Last First Middle Maiden

Present address 1426 4 Ave SE APH 304  
Number Street  
Rochester Mn 55904  
City State Zip

Social Security No. 517 - 57 - 8166

Telephone 413 309-9267 E-Mail \_\_\_\_\_

If under 18, please list age \_\_\_\_\_ Referred by Noor Abdulullahi  
(brother)

Position applied for (1) Open  Shift available to work  
 and salary desired (2) Open  1st \_\_\_\_\_  
 (Be specific) South-1st  2nd \_\_\_\_\_ weekend only  
40 hrs  3rd \_\_\_\_\_ Aurora 9/26/2013

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? yes

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? any time

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?  
 No  Yes If so, please explain \_\_\_\_\_

Do you anticipate any absences from work on a regular basis?  
 No  Yes If so, please explain \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Kenya high school</u>	<u>Kony</u>	<u>12</u>	<u>12-Diploma</u>
College				
Bus. or Trade School				
Professional School				

ENTERED

09/25/2013  
AC etc.

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s), dates of conviction(s), sentence(s) imposed, and type(s) of rehabilitation.

EMPLOYMENT

Article \_\_\_\_\_  
 Date of issue \_\_\_\_\_

Is  No  Yes

Yes  No

Years \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

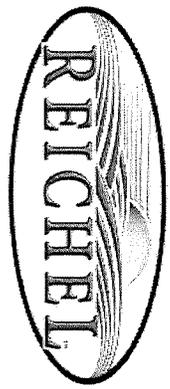
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

July 3rd 2013  
Minnedota  
USA.



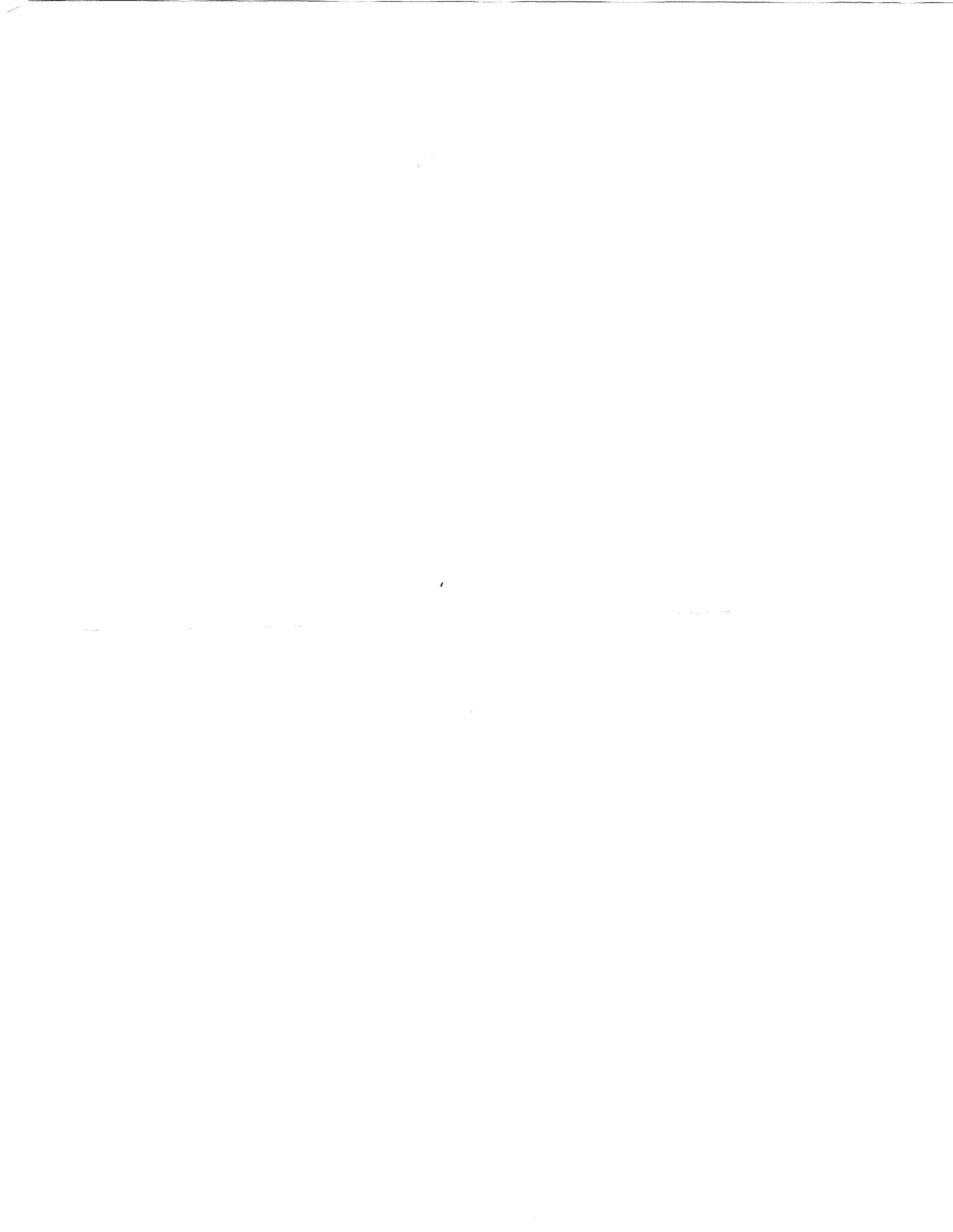
Employee Photo Release Form

I, Mil 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: \_\_\_\_\_

[Signature]

Date: 06/30/15



**APPLICATION FOR EMPLOYMENT**

**MILITARY**

HAVE YOU EVER BEEN IN THE ARMED FORCES? \_\_ Yes  No

ARE YOU NOW A MEMBER OF THE RESERVE OR NATIONAL GUARD? \_\_ Yes  No

Branch \_\_\_\_\_ Specialty \_\_\_\_\_

Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**WORK EXPERIENCE**

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company <u>Africa</u>	From <u>5 years</u>	Start
Address _____	To _____	Final
Telephone ( ) _____	Your last job title _____	
Reason for leaving (be specific) _____		

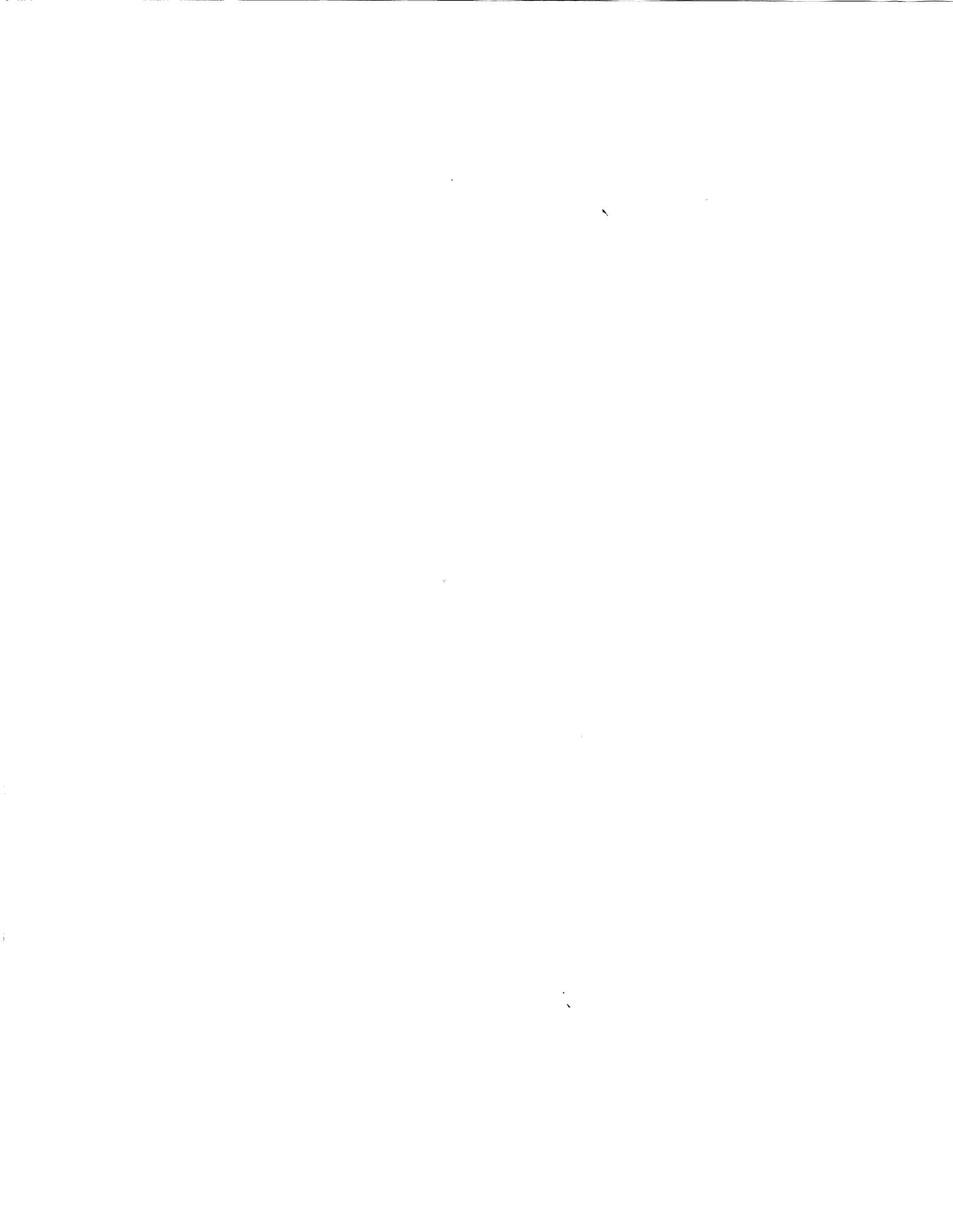
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.

grocery store - in Africa

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company <u>Africa</u>	From <u>2 years</u>	Start
Address _____	To _____	Final
Telephone ( ) _____	Your last job title _____	
Reason for leaving (be specific) _____		

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.

Computer shop - walking on computers  
typing faster



**APPLICATION FOR EMPLOYMENT**

**WORK EXPERIENCE**

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name _____ Position _____ Company _____ Address _____ Telephone (____) _____	Supervisor name _____	
	Employment dates	Pay or salary
	From	Start
	To	Final
Your last job title _____		
Reason for leaving (be specific) _____		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.		

Name _____ Position _____ Company _____ Address _____ Telephone (____) _____	Supervisor name _____	
	Employment dates	Pay or salary
	From	Start
	To	Final
Your last job title _____		
Reason for leaving (be specific) _____		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

May we contact your present employer?  Yes  No

Did you complete this application yourself  Yes  No

If not, who did? \_\_\_\_\_







## SENSITIVE BUT UNCLASSIFIED

Department of Homeland Security  
E-Verify

Report Prepared: 09/26/2013  
Page: 1 of 1

Case Verification Number: 2013269125501QD

**Case Information:****Employee Information:**

Last Name:	Rage	First Name:	Ali
Middle Initial:		Other Names Used:	
Social Security Number:	*** ** 8166	Date of Birth:	07/06/1982
Citizenship Status:	An alien authorized to work	Email Address:	

**Document Information:**

List A Document:	Employment Authorization Document (Form I-766)		
Card Number:	LIN1319450099	Document Expiration Date:	07/23/2015
Alien Number:	212670352	I-94 Number:	

**Additional Information:**

Hire Date:	09/26/2013	Employer Case ID:	
Three-Day Rule Reason:		Three-Day Rule - Other:	
Submitted By:	ACOR9642	Submitted On:	09/26/2013

**Initial Case Result:**

Last Name (in DHS records):	RAGE	First Name (in DHS records):	ALI
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Document Expiration Date (in DHS records): 07/23/2015

Case Result: Employment Authorized

**Employee Referred to SSA:**

Referred By:	Referred On:
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**Case Result from SSA (after SSA Tentative Nonconfirmation):**

Case Result:	Response Date:
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**Resubmitted to SSA (after Review and Update Employee Data):**

Last Name:	First Name:
Middle Initial:	Other Names Used:
Social Security Number:	Date of Birth:
Resubmitted By:	Resubmitted On:

**Case Result from SSA (after Resubmission):**

Case Result:

**Request Name Review:**

Comments:	Submitted On:
Submitted By:	

**Case Result from DHS (after DHS Verification in Process):**

Case Result:	Response Date:
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**Employee Referred to DHS:**

Referred By:	Referred On:
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**Case Result from DHS (after DHS Tentative Nonconfirmation):**



Case Result:

Response Date:

**Photo Matching Results:**

Determination:

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**Employee Referred to DHS (Additional):**

Referred By:

Referred On:

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**Case Result from DHS (after Additional DHS Tentative Nonconfirmation):**

Case Result:

Response Date:

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**Case Closure:**

Closure Statement:

The employee continues to work for the employer after receiving an Employment Authorized result.

Closed By:

ACOR9642

Closed On:

09/26/2013

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**SENSITIVE BUT UNCLASSIFIED**



UNITED STATES OF AMERICA EMPLOYMENT AUTHORIZATION CARD

RAGE ALI H 06 JUL 1982



Signature Waived

Surname  
**RAGE**

Given Name  
**ALI H**

USCIS#      CategoryCard#  
**212-670-352 A03 LIN1319450099**

Country of Birth  
**Somalia**

Terms and Conditions  
**None**

Date of Birth      Sex  
**06 JUL 1982 M**

Valid From:      **07/24/13**

Card Expires:      **07/23/15**

**NOT VALID FOR REENTRY TO U.S.**

SOCIAL SECURITY

517-57-8166

THIS NUMBER HAS BEEN ESTABLISHED FOR

ALI HASHIM  
RAGE

SIGNATURE

USA 07/15/2013



Faint, illegible text or markings in the bottom right area.







## New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with copies of documents or items listed below. Please initial each line when you receive that particular document or item. Please sign and date the bottom of the sheet when all documents or items have been distributed to you.

Time Off Request Procedure	<u>AHR</u>
Attendance Policy	<u>AHR</u>
CMG Benefits	<u>AHR</u>
No Smoking Policy	<u>AHR</u>
Receipt of Unemployment Acknowledgement	<u>AHR</u>
Health Insurance Policy	<u>AHR</u>
Drug and Alcohol Testing Policy	<u>AHR</u>
CMG/Reichel Foods Handbook	<u>AHR</u>
Safety Rules	<u>AHR</u>
Check Replacement Policy	<u>AHR</u>
Bathroom Etiquette	<u>AHR</u>
E-Cig policy	<u>AHR</u>

I hereby acknowledge that I have been provided with each and every item listed above, that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the item or its content then it is my responsibility to address my questions with my supervisor or CMG, 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.

Dated: 09/26/13

Signature: 

(Printed Name) Ali Hashim Boga



## Rick and 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 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 and B
  
2. Rick and Rose work at Reichel Foods. True or False?
  - 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 and B



CMG

## Preliminary Questions

Name: Ali Raza

Date: 09/18/2012

1. If hired, can we run a national background study? *yes*
2. If hired are you willing to take a drug test? *yes*
3. Are you able to work with soy, wheat, peanuts & milk? *yes*
4. Are you able to work with pork? *yes*
5. Which plant do you prefer? *Open*
6. What shift do you prefer? *Open - 1st*

If called for an interview please bring two forms of identification.

(Social Security Card, Birth Certificate, passport and license or permanent resident card)



CMG

Applicant Interview Score Card

Name: Ali Raza Date of Interview: 9/25/2013

Position/Shift Assignment \_\_\_\_\_ Standby by position \_\_\_\_\_

Rating weak (1) to strong (5)

- 1. Understanding of English conversation 1 2 3 4 5
- 2. Speaks English Fluently 1 2 3 4 5
- 3. Work experience related to job-food industry 1 2 3 4 5
- 4. Work history-working presently, yrs in workforce 1 2 3 4 5
- 5. Criminal background information 1 2 3 4 5
- 6. Possesses required New Hire documentation 1 2 3 4 5
- 7. Personality-friendly, pleasant, sense of humor 1 2 3 4 5
- 8. Appearance-well groomed, cleanliness 1 2 3 4 5
- 9. Meets requirements to work w/pork, peanuts & soy 1 2 3 4 5
- 10. Shifts availability-prefers shift that is available for  
Open positions, willing to be flexible to shifts  
Available. 1 2 3 4 5

Total possible points 50pts. Total points scored

40

Former Employer Rating Bonus Points 1-20

\_\_\_\_\_

Interviewer: Anna Cordova total points

40

Date: 9/25/2013





# Separation Report

Employee Name: Ali Rage  
Client Company: Revel Foods Separation Date 12/24/13

## Reason for Separation or Refusal

(Please check one of the following)

### Voluntary (Resignation, Job Abandonment, etc.)

- Attach Letter of Resignation (if available)
- Date employee quit on 12/9/2013
- Was there full time work for the employee when he/she quit?  Yes  No
- Please give a detailed explanation of the circumstances, including any statements made by the employee at the time of separation. (Complete Explanation of Separation below.)

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

- Attach Warnings (if available)
- Discharged for misconduct connected with work on \_\_\_/\_\_\_/\_\_\_
- Describe what the worker did or failed to do which caused the discharge. Explain the specific act of misconduct; avoid general terms like "absenteeism", "violation of rules"; tell what rule was violated and why, how often absent, etc. (Complete Explanation of Separation below.)
- The worker was terminated for unsatisfactory job performance. (Complete Explanation of Separation below.)

### Explanation of Separation: (use additional sheets if necessary)

On 12/9/2013 Ali stated he could not follow the safety and GMP's procedures that were presented to all employees. He left the facility and did not return to work. There was no notice given therefore Ali has abandoned his position. He is not eligible for retire.

Dates of Employment: 9/20/2013 to 12/9/2013

Starting Position: production

Ending Position: production

Supervisor's Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify my statements are true and correct.

Supervisor's Signature: Kelsey Adickert Date: 12/24/13





**AUTHORIZATION FOR PAYROLL DEDUCTION**

I, Ali Page (employee's name), hereby authorize CMG (agency) to deduct \$ 14.00 (amount) on the next payroll 12/21/18 (date) for my lost or broken tool or equipment.

At no time will I replace my lost or broken tool/equipment on my own. I will notify my supervisor of my lost or broken tool/equipment so the company can issue me a replacement.

I reserve the right to revoke this payroll deduction authorization at any time. I agree to return all tools or equipment when I terminate this authorization or my employment.

If I fail to return all of the tools and/or equipment issued to me, I authorize my employer to deduct from my final paycheck the replacement cost for such tools and/or equipment as outlined in the schedule below.

Employee Signature [Signature] Date 12-12-18

Parts Specialist Signature [Signature] Date 12/12/18

Payroll Signature \_\_\_\_\_ Date \_\_\_\_\_

*taken out PPE 12/23/18*



Handwritten text, possibly a title or header, located below the diagram.

Main body of handwritten text, appearing to be a list or a series of notes. The text is mostly illegible due to fading and blurring.

15-12-18

11/11/18

Handwritten signature or name in blue ink.

Handwritten text at the bottom of the page, possibly a date or a reference number.



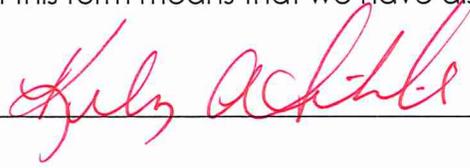






X Employee Signature:  Date: 02-09-21

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

Manager's Signature:  Date: 2/9/21





### ACKNOWLEDGMENT

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

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

Date: 9/26/13

Associate's Signature: \_\_\_\_\_

Associate's Printed Name: Ali Hashim

Orientation provided by: Anna Cordova



# RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

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

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

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

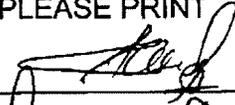
**I understand the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment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

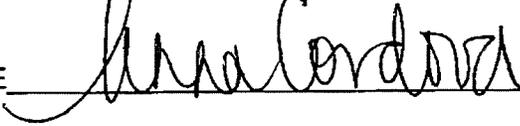
If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG.

DATE 9/26/13

EMPLOYEE NAME ALI HASHIM R. DAN

PLEASE PRINT

EMPLOYEE SIGNATURE 

ESSG REPRESENTATIVE 



**Acknowledgement of Receipt Antiharassment Policy**

I certify that I have received a copy of Employer Solutions Staffing Group's Antiharassment Policy. I understand that it is my responsibility to read this policy and ask my supervisor, a member of management or to telephone Employer Solutions Group (ESSG) at **952.835.1288/1.866.496.7573** with any questions I may have about this policy. I agree to comply with ESSG's policy on Antiharassment and understand failure to comply is grounds for disciplinary action, up to and including termination.

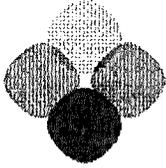
I also agree that if at any time during my employment I am involved in any employment dispute or I am subjected to any type of discrimination, including discrimination because of race, sex, age, religion, color, national origin, disability, marital, sexual orientation or veteran status, or if I am subjected to any type of harassment including sexual harassment, I will immediately contact my supervisor, manager, director or ESSG's Human Resource Department at **952.835.1288/1.866.496.7573** in order to obtain assistance in the resolution of such matters.

Employee Name (Please Print)

AW HASHIM ROSE

Employee's Signature:

AW Date: 9/26/13



# employer solutions staffing group<sup>llc</sup>

Leveraging Resources in a Changing Market

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

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

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

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

Employee Signature:

9/26/13

Date:

Employee (please print your name here)

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.

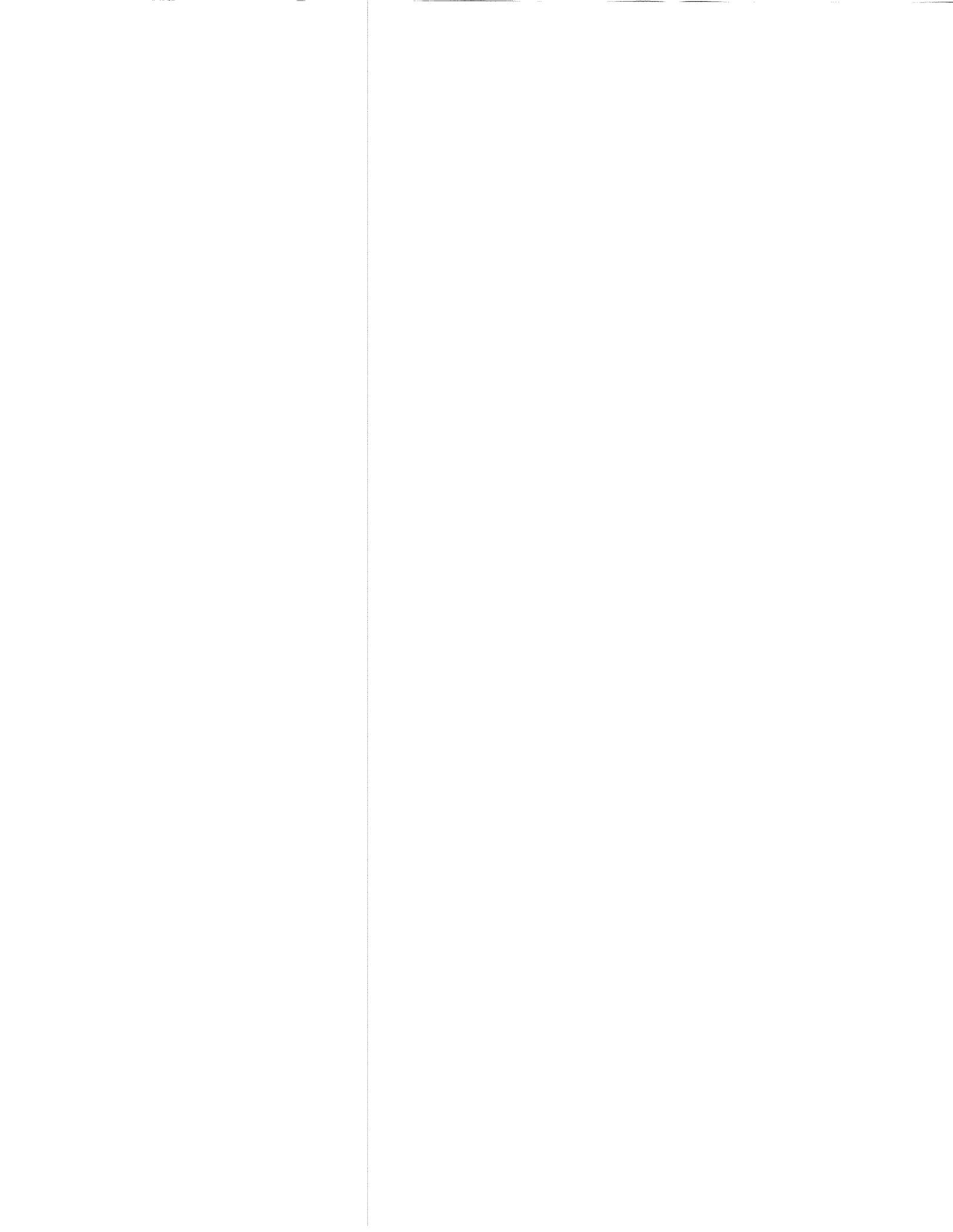


**GENERAL BEHAVIOR**

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.

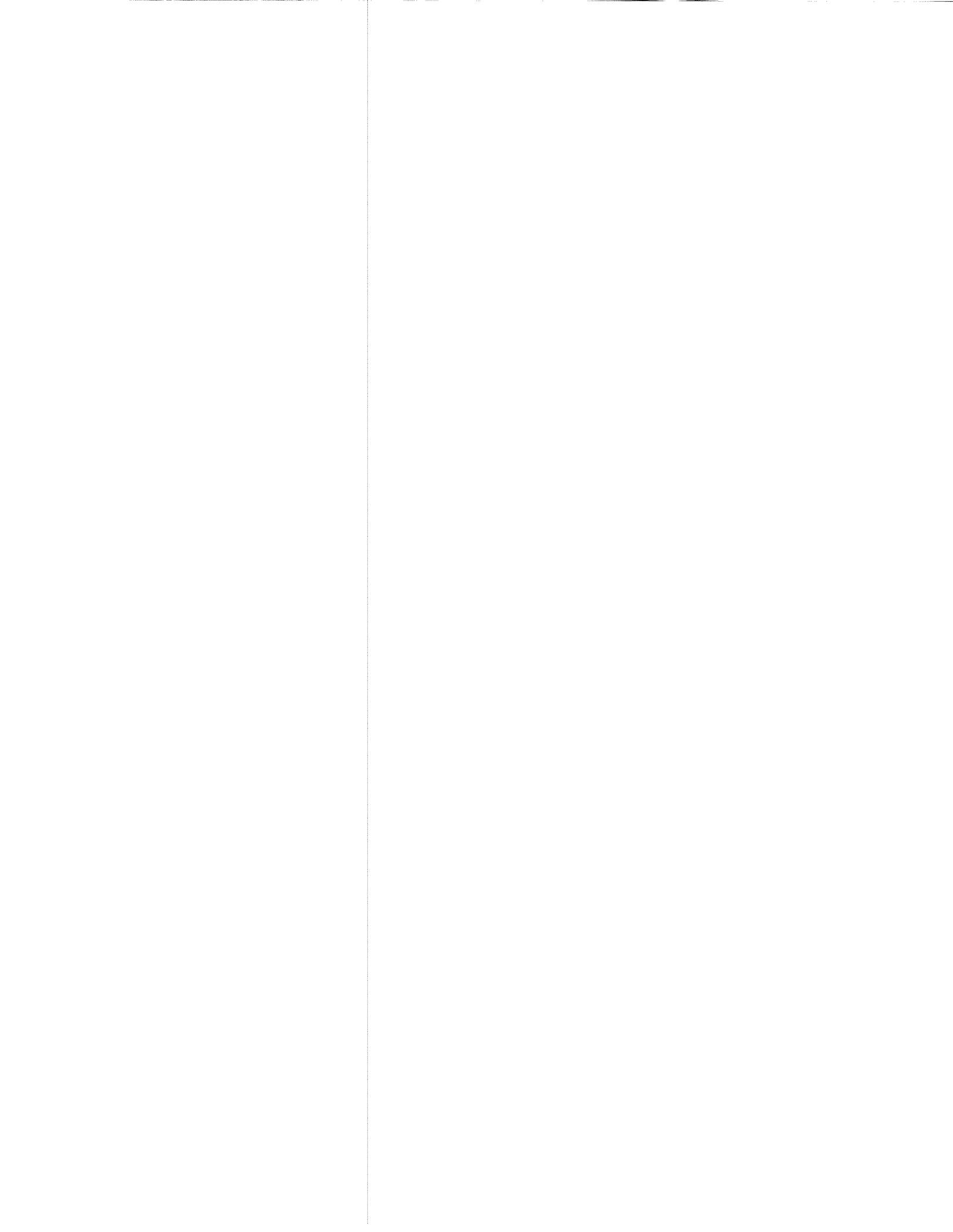
There is a need in every business for a set of rules and regulations adequate to insure efficient production and to safeguard the jobs, health, safety and welfare of all persons working in the plant. The following rules, which we have adopted, are examples of normal common sense rules of conduct necessary 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

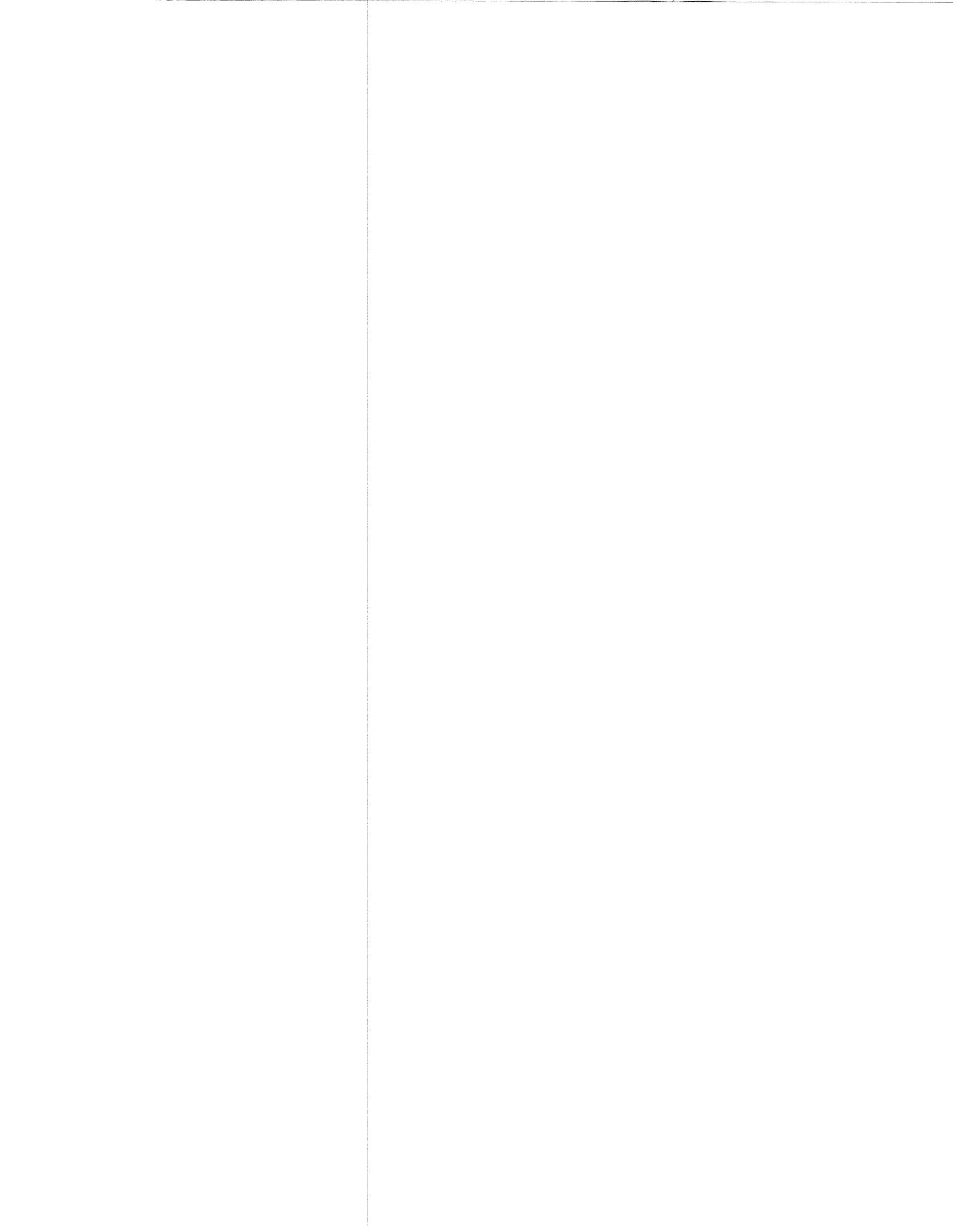
ESSG maintains personnel files related to all employees. An employee's personnel file contains information such as the employee's completed employment application, performance reviews, discipline, wage and salary history and other employment records that the Company deems important. Current employees 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



policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment. Employment and other employment-related decisions will be based on merit and the principle of furthering equal opportunity. The requirements we impose in filling a position will be those that validly relate to the job performance required.

All other personnel actions including compensation, benefits, transfers, layoffs, recalls from lay-offs, training, education, tuition assistance and recreation programs will be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status or any other protected status, in accordance with appropriate law.

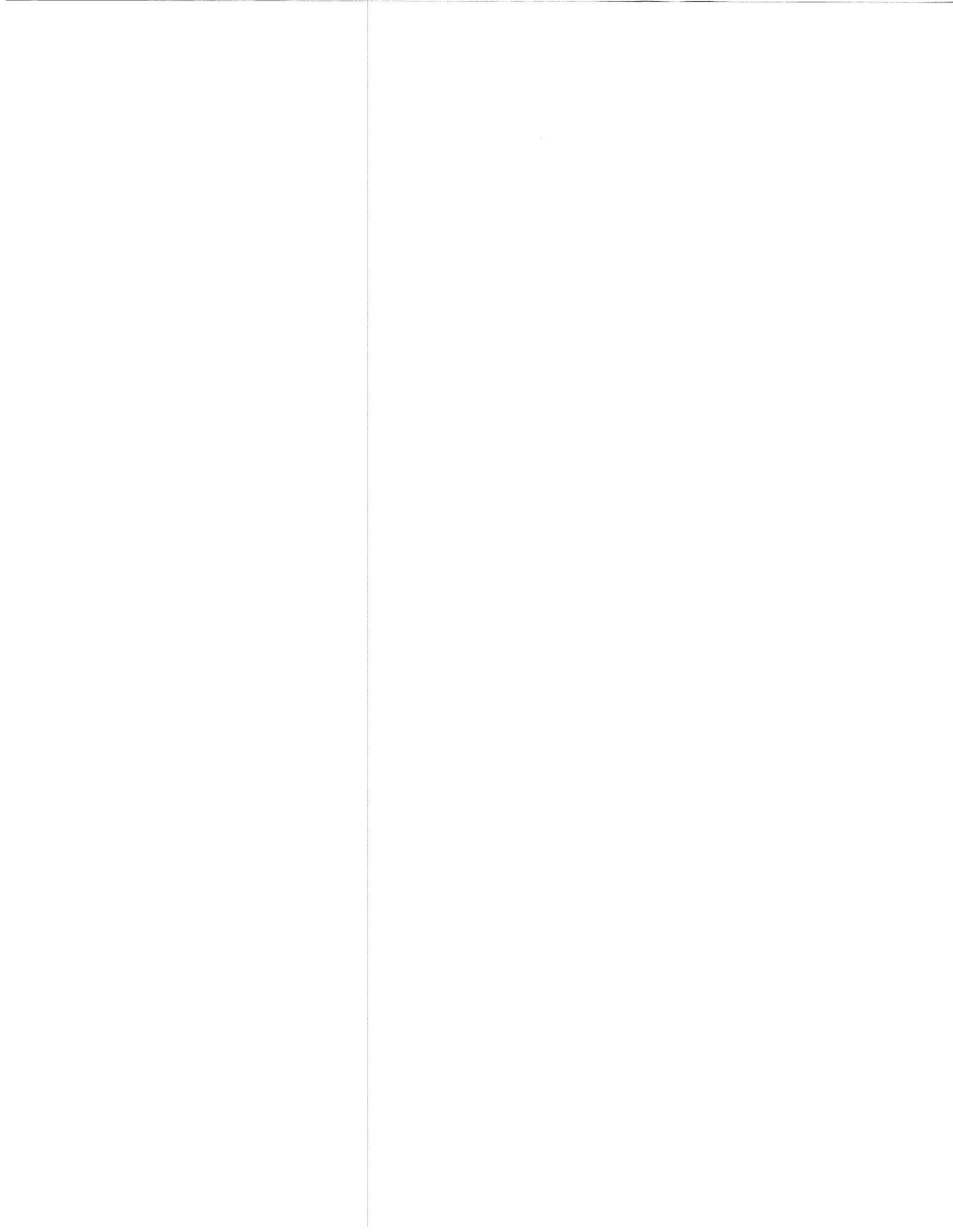


## ANTI-HARASSMENT POLICY

It is ESSG's policy that all employees should be able to enjoy a work environment free from all forms of discrimination, including harassment. As such, ESSG and Reichel Foods, Inc. are committed to vigorously enforcing their Antiharassment Policy. This policy applies to all employees of the organization (without regard to position) and individuals not directly connected to ESSG (e.g., an outside vendor, consultant, customer or guest). Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act (MHRA) prohibit employment discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or veteran status. Harassment is considered a form of discrimination and is specifically included among the prohibitions under Title VII of the Civil Rights Act of 1964. In addition, retaliation or reprisal taken against anyone who has expressed concern about harassment or discrimination against the individual raising the concern is illegal.

The Equal Employment Opportunity Commission (EEOC) and the Minnesota Department of Human Rights have defined sexual harassment as "unwelcome sexual advances, requests for sexual favors, sexual comments, or other verbal or physical acts of a sexual or sex-based nature including, but not limited to drawings, pictures, jokes, and/or teasing where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment."

The Antiharassment Policy prohibits harassment and/or retaliation by any individual employed by, doing business with or for, or visiting ESSG. Employees who believe they have been the subject of harassment and/or retaliation or an employee who may have been witness to harassment and/or retaliation must report the incident immediately. Information and/or allegations must be reported to a manager of ESSG and/or Reichel Foods, Inc. (**by telephoning 866.496.7573 or 952.835.1288**). Only those who have an immediate need to know, including the alleged target of harassment or retaliation, the alleged harassers or retaliators, and any witnesses may find out the identity of the complainant. All individuals contacted in the course of an investigation will be advised that all persons involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint, or who has provided information in connection with a complaint, is a separate violation of ESSG's policy. All information will be disclosed only on a



need-to-know basis to allow ESSG to investigate and resolve the incident. ESSG and Reichel Foods, Inc. recognize the serious nature of harassment and therefore will endeavor to protect the employee who may have been subjected to harassment, any witnesses and the party against whom allegations have been filed to every possible extent.

Harassment is unlawful and has a negative impact on employees. Violation of the Antiharassment Policy will not be tolerated by ESSG and may result in discipline up to and including termination. Offensive acts or conduct have no legitimate business purpose; accordingly, any employee, regardless of his/her position within ESSG, who it is determined has engaged in such conduct will be made to bear the full responsibility for such unlawful conduct.

With respect to sexual harassment, the following is prohibited:

1. Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
2. Offensive comments, jokes, innuendoes and other sexually-oriented statements.

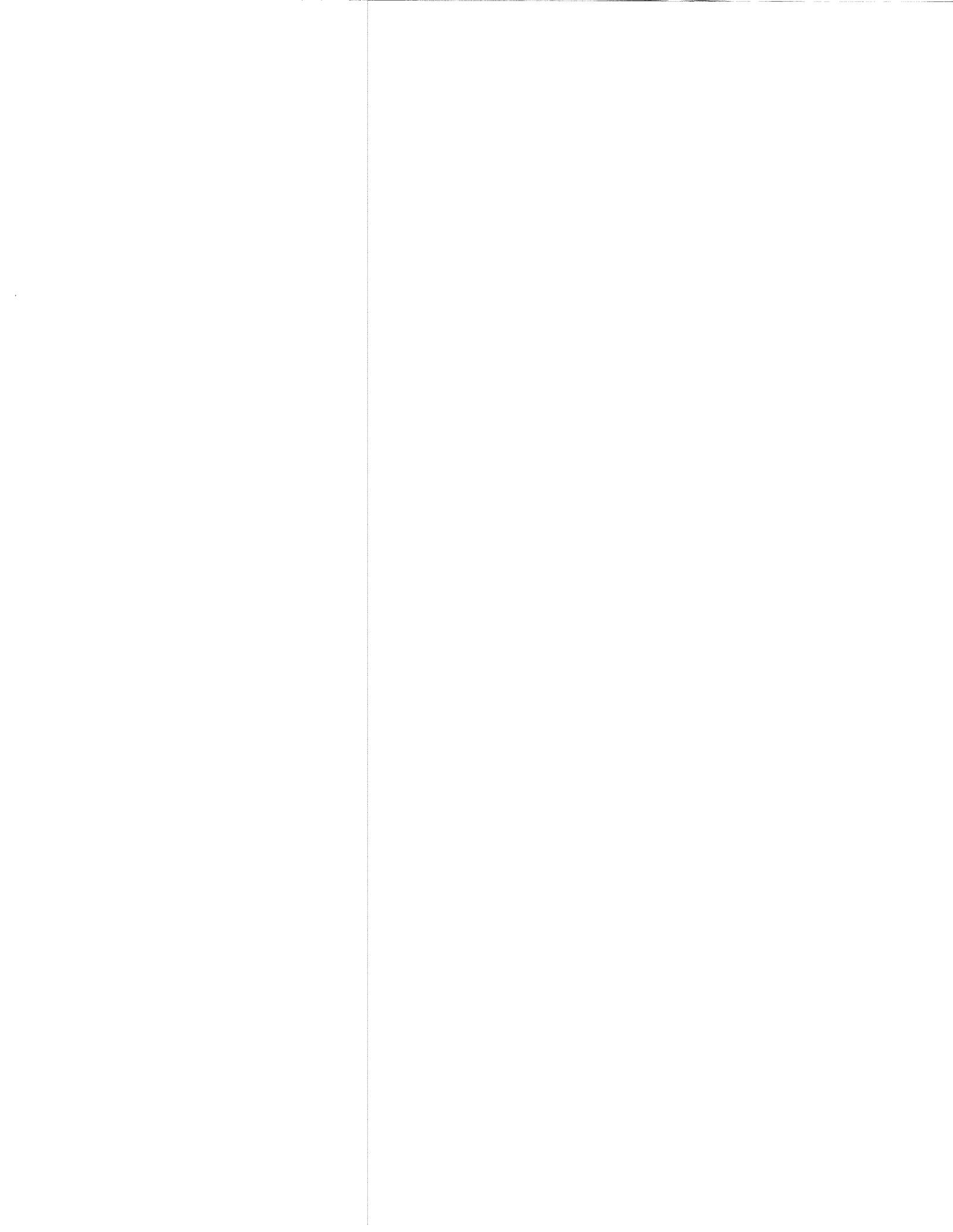
#### **If Harassment Occurs:**

1. When possible, confront the harasser and tell him/her to stop. Sometimes a simple confrontation will end the situation.
2. If confrontation is unsuccessful, immediately contact your CMG/ESSG Account Manager to report the harassment.
3. An investigation will be conducted and appropriate action taken, including disciplinary measures. We will investigate, in confidence; all reported incidents of harassment and retaliation.



#### **PERFORMANCE REVIEWS**

Knowing what we must do and how we have performed is important to all ESSG personnel. Performance management is not only vital in setting performance standards which will reflect on how well we meet our business needs, but will also be the most important means to drive the financial rewards we all seek. Performance reviews are performed after any employee completes 90 days of service, then annually. Any recommendation for promotion, change of duties, or an increase in pay must be approved before any change takes effect. Performance reviews, however, do not automatically result in such changes or pay increases. Your supervisor will have more information on how the performance planning and appraisal process works. You may be asked to acknowledge the receipt of your review. If requested to do so, you are required to comply with the request, but your acknowledgement of receipt does not constitute your



## Kelsey Sikkink

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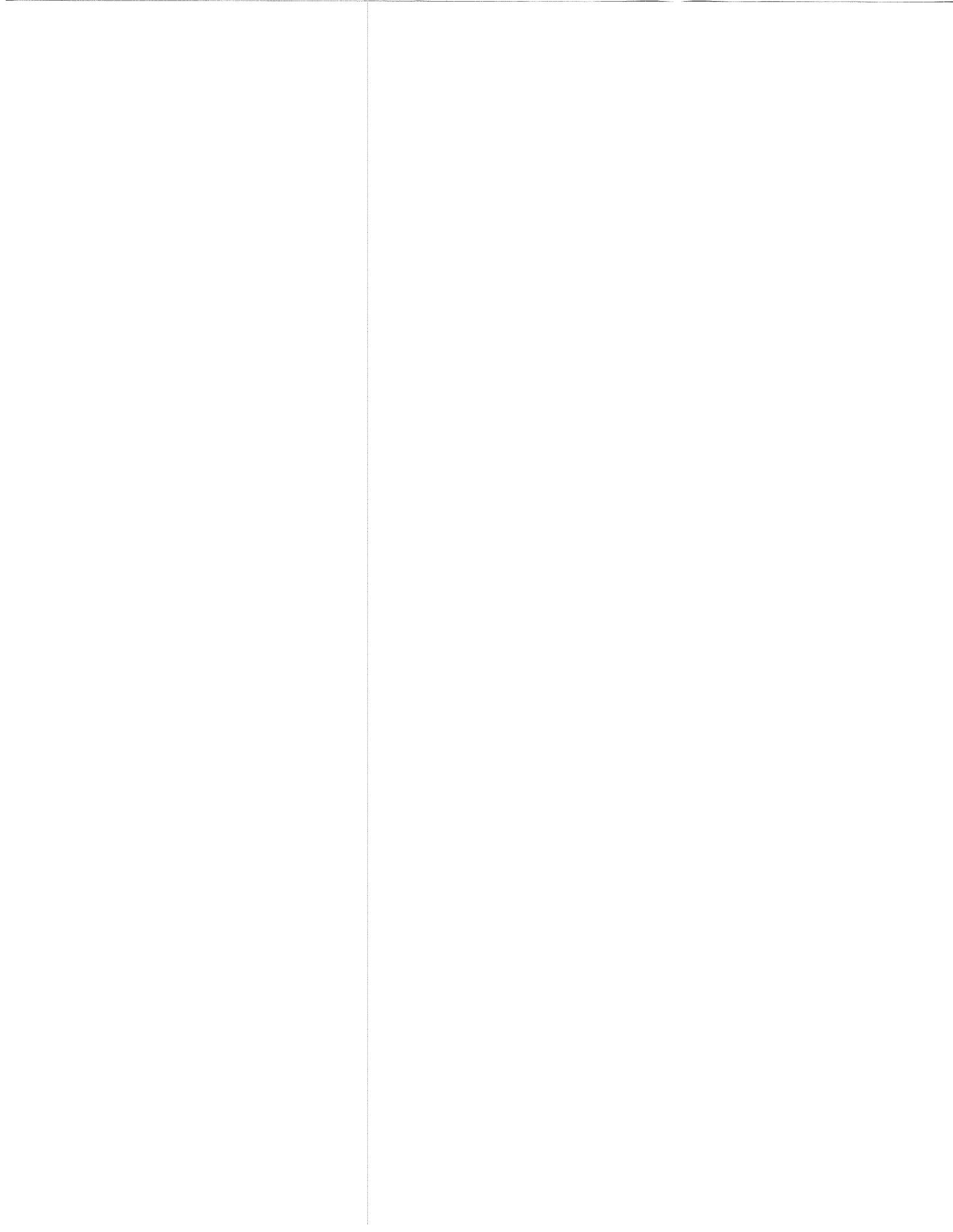
**From:** Kelsey Sikkink  
**Sent:** Monday, February 8, 2021 3:23 PM  
**To:** Jamie Laber; Lisa Campbell; Mike Schumacher  
**Cc:** Isabel Garcia; Samarth Chea  
**Subject:** RE: Aysha Ead and Ali Rage

This has been documented.

**From:** Jamie Laber <JLaber@reichelfoods.com>  
**Sent:** Monday, February 8, 2021 2:58 PM  
**To:** Lisa Campbell <Lisa@reichelfoods.com>; Kelsey Sikkink <Kelsey@corpmanagementgroup.com>; Mike Schumacher <mikes@reichelfoods.com>  
**Cc:** Isabel Garcia <IsabelG@reichelfoods.com>; Samarth Chea <samarth@reichelfoods.com>  
**Subject:** Aysha Ead and Ali Rage

Today on 2<sup>nd</sup> break Aysha Ead asked to talk to me she explained to me that she asked Ali Rage if she could go to the rest room she said Ali asked her to wait because someone was in the bathroom so I asked her did he let you go she said yes then she said he said some bad word to her so I brought Ali into the office at the end of the day and asked him what was going on he told me he asked Aysha to wait and Aysha told him to "SHUT UP" so he said he let her go to the rest room when she came back he asked her to take Khadija spot because she was in the bathroom she told him "I don't care" Ali also told me that other employees heard her say that stuff. Yaya Raheem came to me and told me the same story that Ali told me. Kelsey can you please document this.

thanks



## Kelsey Sikkink

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**From:** Jamie Laber <JLaber@reichelfoods.com>  
**Sent:** Tuesday, February 9, 2021 12:03 PM  
**To:** Lisa Campbell; Kelsey Sikkink; Mike Schumacher  
**Cc:** Isabel Garcia; Samarth Chea  
**Subject:** RE: Aysha Ead and Ali Rage

After talking with Visna he said he doesn't know what they said to each other because they were speaking in their language but he could tell they were both upset so he helped calm them both down.

**From:** Lisa Campbell  
**Sent:** Tuesday, February 09, 2021 11:08 AM  
**To:** Jamie Laber <JLaber@reichelfoods.com>; Kelsey Sikkink <Kelsey@corpmgmtgroup.com>; Mike Schumacher <mikes@reichelfoods.com>  
**Cc:** Isabel Garcia <IsabelG@reichelfoods.com>; Samarth Chea <samarth@reichelfoods.com>  
**Subject:** RE: Aysha Ead and Ali Rage

Here is the video. Jamie is going to talk to Visna as well.

<R:\Operations\ Production\Weekly Orders Spreadsheets\Supervisor Daily Logs\Investigations\Ali & Aysha 2.8.asf>

### Lisa Campbell

Human Resources Manager  
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Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax: 507.289.6552 | [www.reichelfoods.com](http://www.reichelfoods.com)

**From:** Jamie Laber <JLaber@reichelfoods.com>  
**Sent:** Monday, February 08, 2021 2:58 PM  
**To:** Lisa Campbell <Lisa@reichelfoods.com>; Kelsey Sikkink <Kelsey@corpmgmtgroup.com>; Mike Schumacher <mikes@reichelfoods.com>  
**Cc:** Isabel Garcia <IsabelG@reichelfoods.com>; Samarth Chea <samarth@reichelfoods.com>  
**Subject:** Aysha Ead and Ali Rage

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thanks