

RECEIPT/ACKNOWLEDGMENT FORM

Copy B

WELCOME TO REICHEL FOODS, INC
MISSION STATEMENT
EQUAL EMPLOYMENT OPPORTUNITY
GENERAL INFORMATION

JOB CLASSIFICATIONS
ANNIVERSARY DATE
WORK SCHEDULES
OVERTIME
REST AND BREAKS
PAY PERIODS
EMPLOYEE INFORMATION
INCLEMENT WEATHER
PARKING
LEAVE OF ABSENCE
GOOD MANUFACTURING PRACTICES
DRESS CODE FOR PRODUCTION AREAS
DRESS CODE FOR OFFICE PERSONNEL
SAFETY
EARLY RETURN TO WORK PROGRAM
DISABILITY ACCOMMODATIONS POLICY (MN)
DISCRIMINATORY BEHAVIOR AND
HARASSMENT
ELECTRONIC AND TELEPHONE EQUIPMENT
STANDARDS OF CONDUCT

MEDIA POLICY
COMPANY ISSUED TOOLS
VISITOR POLICY
EMPLOYMENT OF RELATIVES
SOLICITATION AND DISTRIBUTION; VISITORS
LOST AND FOUND
PERFORMANCE REVIEWS
EMPLOYEE DEVELOPMENT
CORRECTIVE ACTION
SEARCHES
COMPLAINT PROCEDURE
CODE OF CONDUCT
ENFORCEMENT PERSONNEL FILES
TOBACCO USE
DRUGS/ALCOHOL
PERSONAL ABSENCE AND ATTENDANCE
GENERAL BEHAVIOR
MOONLIGHTING
SEPARATION FROM EMPLOYMENT
BENEFITS
PAYROLL DEDUCTIONS
PAYROLL POLICIES
INSURANCE DISCLAIMER AND LAST UPDATE
EARNED SICK AND SAFE TIME NOTICE

This will acknowledge that I have received a copy of the Company's Employee Handbook, which includes all policies described above. Further, I acknowledge that I have read and understand the Employee Handbook and I understand and agree to follow the policies and rules as specified therein. I understand that I am responsible for reviewing and understanding any future changes, additions, or deletions to this Handbook. I understand that the Employee Handbook does not alter the at-will nature of my employment nor create a contract or a guarantee that my employment will continue for a specified period of time or end only under certain conditions.

11/25/2015 Kevin Vong
Date Employee's Name
(printed)

[Signature]
Employee Signature