

Meeting with Kelly Sutton on 1/14/26 regarding the situation on 1/13/26.

- Kelly will receive a written warning for failure to meet performance standards and unprofessionalism.
- We are here to succeed and comply with all client needs/expectations as well as Federal/State and CMG directive.
- We expect you to follow and comply with the directives from our client and the directive of CMG in a professional and respectful manner.
- We will not question the ICE agents or law enforcement but will comply to their requests.
- We are not Dept of Homeland Security agents and are not trained to be Everify officers.
- In the manner you stated by sitting here with a gun could be viewed as a hostile environment.
- We are the face of Reichel Foods and CMG, so our professionalism is key and our expression of our personal opinions should not interfere with our job duties and our client directives.
- You have clearly expressed your opinion on this matter and your are entitled to that but if at any time your actions are in conflict with the directives of CMG or RF there will be consequences and if you can't comply with these directives, you will have to make a choice.

EMPLOYEE WARNING NOTICE FORM



Employee Name: Kelly Sutton

Date: 1/14/26

Supervisor Name: Kelsey Sikkink

Hire Date: 4/12/21

- | | | |
|--|---|--|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> 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 checked="" type="checkbox"/> Failure to Meet Performance Standards |
| <input 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:

See documentation from 1/13/26. After I made Kelly aware of the directives from our client regarding the ICE investigations, she became upset. Disrespectful and unprofessional.

3. Prior Warnings:

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

Any further infractions will be investigated and could result up to a final or termination.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

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CMB has come to the conclusion that at this time for the RT demand we will need to "Eliminate" one position + possibly cut some hours on the other position.

Office hours will probably also have to change up compromising the service we offer our RT's.

→ So as of now - we will be eliminating any the assistant or support position for this office -
Kelly -

+ you are officially making a separation w/ you - effective immediately.
CMB will pay you through the rest of the week -
plus any additional vac/PTO
Time you have coming.

• Kelsey and you can gather your personal belongings

• We will need your office job/help and any other CMB Properties!

Staffing Requirements

Roberta: Tough position

EE Count has decreased yearly
At one time we had over 350 EE

2019 - 327

2020 297

2021 270

2022 307

2023 272

2024 286

2025 247

bc of all the procedure of ESG + other
efficiencies in a short busy period
we can use 2 FTE positions
when our count is over 300

Right now as you both are aware ^{dead} time
there is not enough work for
1 - FTE -

Our labor cost's can not absorb this costs
Based on our clients needs at this
time they have ^{solid} projections of an
increase in sales + production
in the near or distant future - only
hope it will get busier -