

EMPLOYEE WARNING NOTICE FORM

Employee Name: Ali Rage

Date: 2/9/21

Supervisor Name: Sam Chea

Hire Date: 9/27/2013

- 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-Harrasment or violence towards co-workers and
Inappropriate behavior with co-workers.

2. Details of Unsatisfactory Behavior/Actions:

On 2/8/2, There was an altercation between Aysha and Ali R. It was viewed on the camera both employees were yelling and pointing fingers at one another for over 3 mins. A line lead and sanitation employee approached both employees and separated them. Ali stayed and did his MO duties as Aysha walked away. We are unable to confirm what was said due to both were speaking in a different language. How ever it was viewed on the camera and the line lead that they were yelling at one another. At this time both employees will receive a written warning for violence and inappropriate behavior towards one another. If an altercation arises between these two employees or with anyone else, they should remove themselves from production and speak to a supervisor.

3. Prior Warnings:

Coaching-upset regarding not being able to leave early 5/26/20

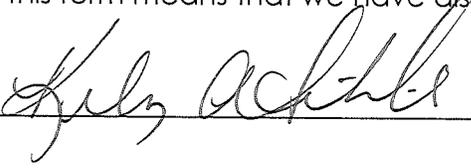
Coaching-not wearing correct goggles 2/20/18, wearing earphone 11/17/17, placed wrong dip barrel 10/13/17

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

Ali has been notified regarding altercations in the workplace. If this were to happen again, he will need to remove himself and find a supervisor. If occurrence happens again, final and/or assignment end.

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 Hussain

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 Raza

PLEASE PRINT

EMPLOYEE SIGNATURE [Signature]

ESSG REPRESENTATIVE [Signature]

Acknowledgement of Receipt Antiharassment Policy

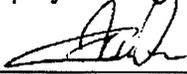
I certify that I have received a copy of Employer Solutions Staffing Group's Antiharassment Policy. I understand that it is my responsibility to read this policy and ask my supervisor, a member of management or to telephone Employer Solutions Group (ESSG) at **952.835.1288/1.866.496.7573** with any questions 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 RYSE

Employee's Signature:

 Date: 9/26/13

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

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@corpmgmtgroup.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 2nd 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

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

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