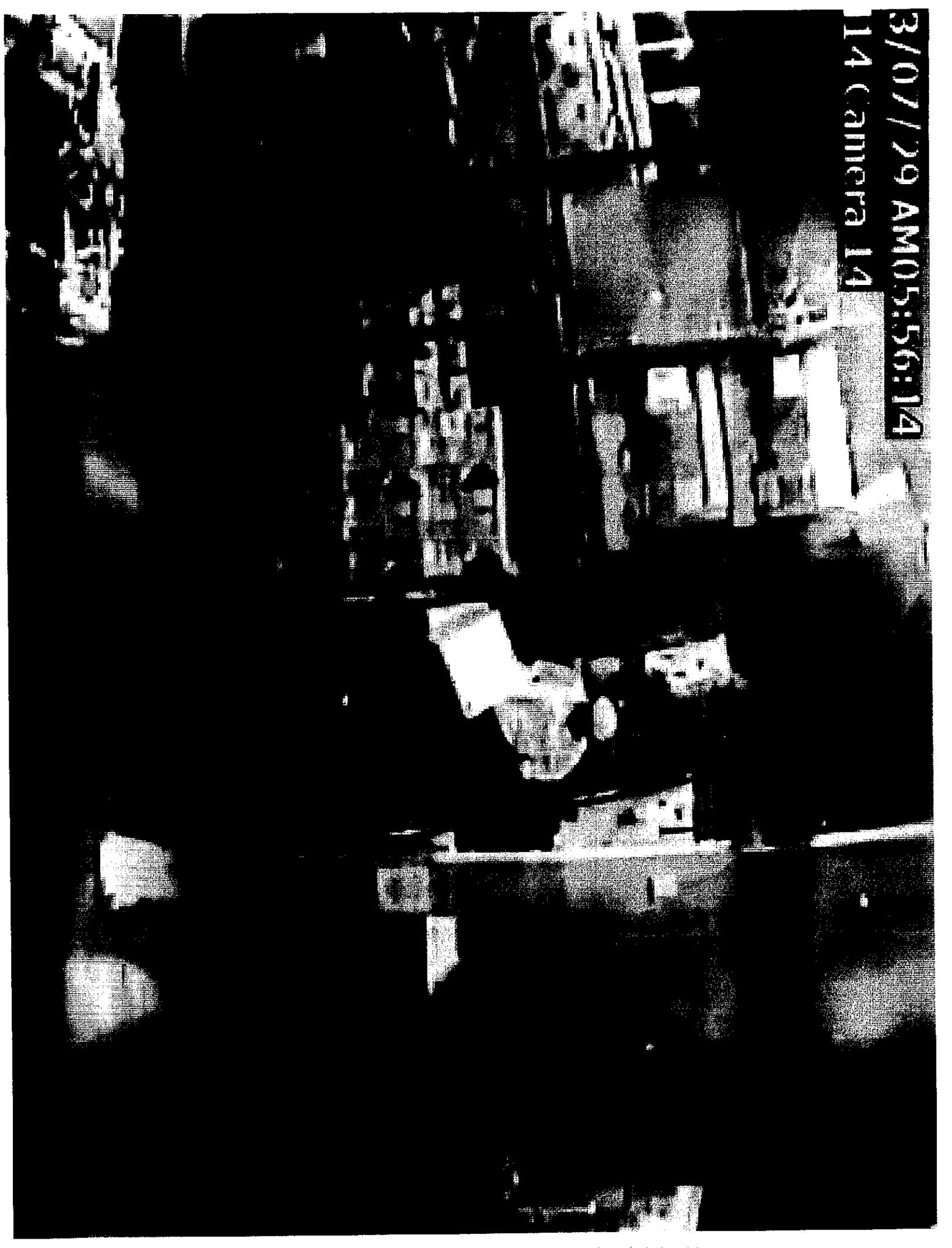




10/7/29 AM05:51:03  
Camera 7



3/07/29 AM05:56:14  
14 Camera 14



10/7/29 AM06:05:26  
Camera 5



10/7/29 AM06:05:29  
Camera 5



**Firearms/Explosives**

- No distribution of materials, flyers
- Sale of items on company time is prohibited

**Solicitation**

- The illegal or improper use, distribution, sale, dispensation or possession of any drug on **REICHEL FOODS** property or during work time is prohibited.

**Liquor and Drugs**

- Violating safety practices
- Carelessness
- Safety shoes/glasses
- Misuse of equipment
- Failure to follow procedures

**Safety**

Improper use and care of physical assets e.g. equipment, facilities, copiers

**Company Property**

- Absent without a valid reason
- Late for work/leaving early
- Failure to work and/or abuse of overtime
- Carelessness in protecting company information.

**Attendance /Punctuality**

Failure to comply or infractions of the below conditions of employment may result in discipline, up to and including termination of employment.

**CONDITIONS OF EMPLOYMENT**



ESSG and **REICHEL FOODS** have instituted certain rules and regulations to safeguard the interest of all its associates. Refer to your Policies and Procedures Statement. A copy of this statement was shown to you during your orientation. Agreement to abide by these policies and procedures is a condition of your employment with ESSG. Your failure to comply with any of these policies will result in disciplinary action up to, and including, discharge. If you have any questions or concerns about any aspect of your work as an associate, contact your CMG/ESSG Account Manager.

**BEHAVIOR and STANDARDS OF CONDUCT**



**Respect your coworkers and work areas.**  
**Every area should be left the way you would like to find it!**

- ✓ Do not eat other people's food.
- ✓ Please clean tables after using.

As a general rule, **Reichel Foods** discourages soliciting or distributing literature of any kind on company property. Soliciting on anyone's part during working time is not allowed. Exceptions to the solicitation rule may be made for such things as the United Way or memorials for deceased

## SOLICITATIONS



Absolutely no visitors allowed at any time during your shift. Only employees working at **Reichel Foods** are allowed beyond the parking lot. Employees working at **Reichel Foods** are not allowed to go outside during their shift. Violation of this policy is grounds for disciplinary action. Please inform your friends and family of this policy.

## VISITOR POLICY



- Failure to make proper use of work time
- Failure to stay on task as assigned

### Productivity

- Failure to follow procedures
- Failure to document results when required

### Quality Workmanship/Quality Results

- Unprofessional conduct
- Derogatory Comments
- Harassment

### Improper Behavior

- Mistreatment of others
- Verbal/Physical abuse ... on or off the job
- Sexual or other harassment

### Employee Abuse

- Stealing
- Lying
- Falsifying company records (e.g., timecards, expense accounts, records)

### Dishonesty

- Failure to follow management directions

### Insubordination

- Attitude
- Difficult to work with others
- Negative
- Bad influence on others

### Personal Conduct

- Not allowed on Company property

## Kelsey Sikkink

---

**From:** Jamie Sorensen <Jamie@reichelfoods.com>  
**Sent:** Tuesday, July 30, 2013 6:31 AM  
**To:** Kelsey Sikkink; Hugh Fendry  
**Cc:** Kristi Gorden; Mike Schumacher; Lisa Campbell  
**Subject:** Yar Kang

7/29/13

Kelsey,

Please terminate Yar's employment here, effective immediately. She took two empty coolers home for personal use. These coolers are for lab sample transport. These were brand new and inside the boxes still. After watching her on camera and after talking with her, I believe that she didn't think she was doing anything wrong, but this is not the first issue and it doesn't change anything. Let me know if you have any questions. Thank you.

**Jamie Sorensen**  
**Sanitation Manager**  
Reichel Foods  
507-289-7264  
[jamie@reichelfoods.com](mailto:jamie@reichelfoods.com)

**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 5/11/2011

EMPLOYEE NAME YAR ALONNE KANE  
PLEASE PRINT

EMPLOYEE SIGNATURE YAR ALONNE KANE

ESSG REPRESENTATIVE Kelsey A. Sikkink



## 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 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 ESSG Consultant.

Date:

5/11/2011

Associate's Signature:

YAR ALONOK KAWA

Associate's Printed Name:

YAR ALONOK KAWA

Orientation provided by:

Kelsey Adickel