

EMPLOYEE WARNING NOTICE FORM

Employee Name: Zegeula Karamoka Date: 2/5/20

Supervisor Name: Jonny Soth Hire Date: 4/12/2019

- 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

2. Details of Unsatisfactory Behavior/Actions:

Zegeula was seen chewing gum by a Quality Assurance personal on 2/5/2020 in the production area. This is a violation of Reichel Foods GMP violation per the Reichel Foods GMP QA0183WI. As per the handbook it states the following- It is the goal of Reichel Foods, Inc. to produce products that are wholesome, nutritious, pure and safe to eat. *To accomplish this, Reichel Foods, Inc. operates under various Federal pure food laws, especially the rules required by the US Department of Agriculture and the US Food and Drug Administration. These rules are known as Good Manufacturing Practices (GMPs). Reichel Foods, Inc. follows all Good Manufacturing Practices which are referenced in Document Control Numbers QA0183WI and QA0402WI. Disciplinary action, up to and including termination, may result if GMP rules and policies are not followed.* Handbook was signed by employee on 4/12/2019. Zegeula will be expected to follow the no eating or chewing gum GMP and policy or further discipline will occur up to assignment end.

3. Prior Warnings:

Upon hire, copy of GMP was given to employee, coaching on 12/16/19, 1/9/20, 1/13/20, 1/14/20, 1/17/20, Verbal warning on 1/22/20.

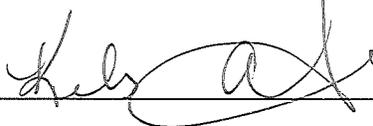
4. The following immediate corrective action must be taken by the employee.

Failure to do so will result in further disciplinary action up to and including termination.

Final warning and/or assignment end depending on occurrence.

Employee Signature:  Date: 9/10/20

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

Manager's Signature:  Date: 2/10/2020

Reichel Foods

Good Manufacturing Practices

It is the goal of Reichel Foods, Inc. to produce products that are wholesome, nutritious, pure and safe to eat. To accomplish this Reichel Foods operates under various Federal pure food laws, especially the rules required by the US Department of Agriculture and the US Food and Drug Administration. These rules are known as **Good Manufacturing Practices (GMPs)**. Here are some of those GMPs that apply to all production workers and anyone working with or near exposed product. This is not an all-inclusive list and is subject to change on a case by case basis at the discretion of Reichel Foods, Inc. management to protect the production of safe, quality food.

A. Dress for production workers

1) Clean uniforms (smocks) are provided for all employees.

- Clean smocks must be carried into the production area and put on after washing hands.
- Put on a clean smock whenever your old smock becomes dirty.
- Uniforms, smocks and other company issued clothing are not to be taken home.
- Hang smocks on hooks in the production rooms during breaks. Smocks cannot be worn while on break, in the restroom or outside. Production Sanitators will hang smocks near locker room while not in production areas.
- Do not eat with your smock on.
- Do not carry pens, pencils, watches, eyeglasses, combs or other small personal items in the top pockets (above the waist) of your smock. If possible, avoid bringing such items into the production areas even in your bottom pockets. Such items can fall out of your pockets and end up in our products.
- Shower and wear clean clothes to work every day.
- Loose clothing such as neckties, scarves, etc., should not be worn. This clothing can become caught in production machinery or can fall into our products.
- For safety, baggy clothing is not allowed. Pants should be kept at waist high at all times.
- Sleeveless shirts, shorts, short skirts and capris are not allowed. Long skirts are allowed but must be 6 inches off the floor for safety reasons. Skin cannot be exposed.
- Fur Hoods and clothing with faux or real fur are NOT allowed in Production areas.
- Smocks, gloves, sleeves, aprons must be changed, and hands must be washed before moving between lines or from a Zone 2-4 position to a Zone 1 position. *Please see allergen control program also.*
- Production line employees must change smocks, gloves, sleeves, aprons and wash hands when moving from a raw room (Tumbler, Slicing) into a RTE area (MV2/Rotary, MV1/Orics 6) and between RTE rooms (MV2/Rotary to MV1/Orics 6) or between production lines.
- If bump caps are worn, these must be sanitized at the employee's start of shift, prior to entering processing areas.

2) Aprons

- Must be worn when working directly with food products and food contact equipment or packaging, and can be worn to protect your smock from getting wet; clean aprons may be worn in lieu of clean smocks in fully packaged product areas (only if clean smocks are not available).
- Remove when leaving the production area

3) Arm guards (sleeve guards)

- Must be worn when working directly with food products and food contact equipment or packaging. **Note:** If clean smocks are not available, disposable aprons and arm guards must be worn (in fully packaged product areas only) until clean smocks become available.
- Arm guards must be changed if they become soiled and/or when a glove change and hand washing is required.

- 4) Foot cover** – Assigned footwear (permanent boots), disposable plastic boots or yellow rubber boots are provided to be worn in ALL areas of the plant:
- Employees will enter processing areas through designated personnel entrances and **MUST** step through boot sanitizers and/or foot foamers where provided, upon every entry.
 - Employees wearing permanent assigned boots must go through the boot scrubber every time they leave the production area and enter the breakroom. The boot scrubber must also be used whenever the employee leaves one room to go work in a different room.
 - Disposable boots must be changed between production rooms. If employees are not moving between production rooms, boots do not need to be changed provided they remain in good condition and there is adequate use of dry quat mats and foot baths where applicable.
 - Permanent assigned boots **CANNOT** be worn outside. If disposable boots are worn outside, they must be changed upon re-entry to the building.
 - Caution: Footing may be slippery on certain surfaces. Do not use on snow or ice. Do not wear plastic disposable boots outside when snow and ice are visible.

5) Hoods

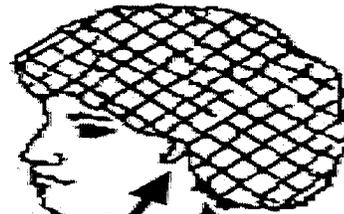
- All employees are required to wear a hood while working with exposed product, food contact equipment and packaging in the production area.
- The hood must be completely tucked underneath the smock.
- A hairnet must be worn underneath the hood.
- If the face opening is too small, a small cut may be made underneath the chin. The face opening should not be larger than the employee's face.
 - Employees are instructed to limit hood usage to one per day.

6) Gloves (disposable)

- All non-product handlers have the option to wear green gloves, cotton gloves or no gloves. *These employees cannot wear blue gloves.*
- Blue Nitrile gloves must be worn whenever you are handling products, product contact surfaces, ingredients or packaging material that comes in contact with our food products (Zone 1).
- If you touch Zone 2 items (e.g. door handles, equipment start/stop buttons, control panel screen, equipment framework at product flow levels, etc.) and gloves are visually clean (no dip, residues, etc.), sanitize your gloves before resuming handling of Zone 1 product, packaging or equipment. If gloves are soiled, you must wash hands and change gloves before going back to Zone 1.
- You must change gloves and wash hands when gloves become dirty, ripped or torn, and/or when you handle cartons or shippers, and when you pick up something up off of the floor, etc. (Zone 3-5) before going back to handling Zone 1.
- Maintenance personnel will wear blue gloves in the production areas at all times however, all of the above requirements still apply when moving between zones.

7) Hairnets

- Must be worn properly, all hair tucked in and over the ears
- Must be worn in all areas of the plant (except offices).



8) Hooded sweatshirts or sweaters and caps

- Are allowed to wear the hood up over your head as long as it does not interfere with your peripheral vision, and is completely covered by your PPE Hood.
- All personal clothing, hoods, hats, etc. must be covered by either a clean smock or a hairnet.
- Clothing must be in good repair (no holes, fraying threads, etc.)

9) Fingernails

- No fingernail polish is permitted
- No false fingernails
- No long fingernails

10) Jewelry/ Accessories

- Plain wedding bands must be covered with a glove when in the production areas and warehouse. Wedding bands/rings with gemstones are NOT allowed.
- No other rings are allowed.
- Earrings, nose rings(facial piercing), necklaces, bracelets (including plastic bracelets), watches, etc., may not be worn in the production areas
- Glasses with rhinestones or other glued embellishment(s) will not be allowed in processing areas. If an employee does not have another pair, goggles may be worn over the glasses and goggles will not be allowed to be removed in processing areas.
- False eyelashes or eyelash extensions are not allowed in production areas.

11) Shoes

- You must wear sturdy, easy to clean shoes with non-slip soles.
- No high-heels, sandals, open-toed or open-heeled shoes or canvas sneakers
- Socks are REQUIRED in the production area.

12) Beards and facial hair

- All employees with beard hair over 1/8 inch long (over 1 day's growth) or a mustache must wear beard nets. The beard net must also cover side burns.

13) Goggles

- Goggles must be worn at ALL times in the Slicing Room and Tumbler Room and when working around or with any chemicals. Goggles and safety glasses must be sanitized prior to entering processing areas.

7) Personal Hygiene

- 1) Wash your hands after using the restroom facilities!**
- 2) Wash your hands immediately upon entrance to each production area for 20 seconds!**
- 3) Wash your hands and change your gloves whenever you contact "dirty" areas of equipment before you touch "clean" good products or packaging.
- 4) Sanitize gloved hands with the hand sanitizer dispenser closest to your work station before handling product.
- 5) Sanitize aprons, sleeves and gloved hands (in this order) every 30 minutes or as needed throughout production.
- 6) Put on new rubber gloves, sleeves & aprons after each rest break or lunch break, and any time you leave the area and re-enter production.
- 7) If you cut yourself or need first aid, contact your supervisor. If you have an open wound, sore or lesion on your skin, please report this to your supervisor. Keep such wounds completely covered at all times and change bandages frequently. Bandages must be bright colored and metal detectable; these will be provided by Reichel Foods. Employees with exposed cuts, sores or lesions cannot handle products, product contact packaging or food contact equipment.
- 8) If you have a cold, sore throat, are coughing or sneezing OR if you have vomiting/diarrhea symptoms, you cannot work around exposed products. Report to your supervisor. If you are noticeably sick, you may be asked to leave work.
- 9) If you are suffering from any infectious diseases or are carriers of any infectious diseases, report to your supervisor. You shall not engage in product handling or processing operation.
- 10) Avoid touching your nose, eyes, ears, mouth, etc. with your hands even if your hands are covered with rubber gloves. If you touch these parts of your body with your rubber gloves, the gloves

become "dirty" and must be replaced with new gloves after washing hands and before you can touch unpackaged products, ingredients, or unsealed packages.

- 11) No bottles or containers of any kind are allowed for use in the restroom facilities to prevent water accumulation on the floor.
- 12) Spitting is not permitted in processing areas.
- 13) In the event of an injury which causes spillage of bodily fluid, alert a Supervisor or QA immediately.
 - A properly trained employee shall ensure that all affected areas including handling and processing areas have been adequately cleaned and that all materials and products have been quarantined and disposed of.

8) Other Good Manufacturing Practices

1) Smoking

- Use of any tobacco products or electronic cigarettes is not permitted inside or on the premises of Reichel Foods, Inc., facilities or company vehicles. Do not leave the plant to smoke outdoors during breaks.

2) Perfume/Cologne

- Refrain from using excessive amounts of perfume or cologne as this can cause headaches, dizziness and even respiratory distress for co-workers, especially those with asthma or other respiratory health issues.

3) No eating in the production area

- Do not eat candy or other foods, chew gum or drink pop in the plant (warehouse and included). Food and candy can be eaten only in the break room or offices (this does not include the Maintenance Shop). Do not take food, candy, pop, coffee or other food or drink into the production areas.
- At no time will employees eat any of the food products or ingredients while working in production areas.

4) Packaged items that fall floor

- Floors and areas of equipment near the floor are considered to be "dirty." Any food and contact packaging material which falls onto the floor should be discarded. Fully packaged finished product (unless in a carton or box) should be discarded.

5) iPods are not allowed in production areas. Cell phones cannot be used in production areas without approval.

6) Wellness Room

- May be used by any employee. Platforms are provided for kneeling or sitting purposes. Do not stand on the platforms as this will contaminate the surface. Wipes are provided to sanitize the platform surface if needed.

7) Pens, clipboards, or bump caps must be sanitized prior to entering processing areas.

8) Lockers

- Lockers are provided for use during your work shift. If desired, bring your own lock from home. All of your belongings must be taken home with you at the end of your shift and your lock removed. No open food or drink allowed in lockers.

9) Makeup/Cosmetics

- Excessive amounts of makeup, cosmetics and or anything that may inadvertently contaminate the product(s) are not allowed.

10) Miscellaneous

- If you are unsure whether your personal hygiene may affect the safety of products produced at Reichel Foods, Inc, please direct questions to your Supervisor or HR representative for clarification.

Disciplinary action may result if GMP rules and policies are not followed as described!

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

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safe to eat. To accomplish this, Reichel Foods, Inc. operates under various Federal pure food laws, especially the rules required by the US Department of Agriculture and the US Food and Drug Administration. These rules are known as Good Manufacturing Practices (GMPs). Reichel Foods, Inc. follows all Good Manufacturing Practices which are referenced in Document Control Numbers QA0183WI and QA0402WI.

Disciplinary action, up to and including termination, may result if GMP rules and policies are not followed.



VISITOR POLICY

No visitors are permitted onto any Reichel Foods, Inc. property without previous authorization from management. A visitor is considered anyone who does not work at Reichel Foods, Inc., or is not contracted by Reichel Foods, Inc. for services. This control is necessary to prevent unauthorized strangers from entering the facilities; for safety, productivity, loss prevention and insurance liability reasons; and to facilitate meetings with visitors while minimizing disruption of normal office activity.



SOLICITATIONS

In order to prevent disruption of Reichel Foods, Inc.'s operations and provision of products and services, violations of safety, insurance and customer requirements, harassment of employees, and litter, the following rules apply to verbal solicitation and distribution of materials (written, electronic, graphic, audio, or video):

No distribution of non-work-related materials of any kind will be permitted in any work areas at any time. No verbal solicitation is permitted in any work areas during working time, which does not include scheduled break periods, meal times, or the time before starting or after quitting.

In non-work areas, any solicitation or distribution of any kind is prohibited by or to employees who are scheduled for working time. Solicitation or distribution of materials in non-work areas, by and to employees who are not scheduled for working time, is permitted.

Nonemployees are subject to the same rules stated above and, in addition, are prohibited from entering and from soliciting or distributing materials at any time on any Reichel Foods Inc.'s property or Reichel Foods Inc.'s customer, vendor or business partner sites which are not open to public use, unless they have a legitimate business purpose to visit such locations and they provide prior notice of their intention to do so to the property manager or site superintendent.



EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-STATEMENT OF POLICY

It is the policy of ESSG to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability or any other protected status. This

Receipt of Employee Handbook and Employee-At-Will Statement

This is to acknowledge that I have read and have access to a copy of the Employer Solutions Staffing Group LLC (ESSG) Assigned 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 or Corporate Management Group

DATE: 4/12/2019

EMPLOYEE NAME: ZEGUELA KARAMOKO

PLEASE PRINT
EMPLOYEE SIGNATURE:  Electronic signature accepted