



March 16, 2010

**MEMORANDUM FOR: ALL BMEU CUSTOMERS
ALL VENDORS
ALL CALLER SERVICE CUSTOMERS**

SUBJECT: PARKING LOT POLICY

This policy is being reissued to all customers and employees. The posted speed limit in the parking lot at the Des Moines Processing & Distribution Center is 5 miles per hour. This applies to our customers as well as our employees.

Also, there are certain areas that are designated as "No Parking" areas.

"No Parking" areas consist of:

- median strips
- fire lanes
- reserved parking spaces along the west wall
- unauthorized vehicles in handicapped parking spaces and
- general no parking spaces

We strive to maintain a safe work environment for our customers and our employees. Please make sure that all of your employees are notified of the policies that relate to our parking lot.

A handwritten signature in black ink, appearing to read "W. J. Herrmann".

William J. Herrmann
Senior Plant Manager