



January 14, 2011

TO: ALL DES MOINES PROCESSING & DISTRIBUTION EMPLOYEES

SUBJECT: EMPLOYEE ATTENDANCE REQUIREMENTS

I would like to take this opportunity to recognize and express my appreciation to the Des Moines Processing & Distribution employees who maintained regular work schedules throughout the previous year and to inform all employees of the requirements and importance of the maintenance of a regular work schedule.

An employee's maintenance of a regular work schedule ensures the most efficient and cost effective service to our customers. Additionally, when employees maintain regular attendance, it provides the maximum opportunity to allow for proper leave consideration to all employees. Consistent adherence to your scheduled work hours is not only critical to the organizational goals but also a fundamental responsibility for all employees.

For purpose of definition, maintain a "regular work schedule" means to report to work at the scheduled reporting time, with no deviation, and to work the assigned hours which provide for authorized breaks. Employee absences other than bid annual leave may have a negative impact on fellow employees and the success of the operation and are to be avoided as much as practicable. These absences, including scheduled and unscheduled sick leave (or leave without pay in lieu of sick leave), emergency annual leave (or leave without pay in lieu of emergency annual leave) will be considered when your supervisor reviews your attendance. Any corrective action necessary will be based on your supervisor's attendance review.

Employees are also responsible for proper reporting of any necessary deviation from their regular work schedule due to illness or emergency situations. Employees are required to contact the RMO in advance whenever possible if unable to report to work as scheduled and provide them with the duration of the absence to allow for proper replacement scheduling.

Both excessive use and abuse of leave are in conflict with the goals of our organization and must be avoided. I am soliciting all employees in being responsible for regularity in attendance. Enforcement of our attendance regulations will be a primary goal for this upcoming year. Again, thank you for your assistance.

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

William J. Herrmann
Senior Plant Manager