

Senior Plant Manager  
Des Moines Processing and Distribution



January 14, 2011

MEMORANDUM TO: ALL EMPLOYEES  
DES MOINES PROCESSING & DISTRIBUTION CENTER

SUBJECT: BREAKS

Per our Local Memorandum Of Understandings, breaks are 15 minutes in duration. The break begins when you leave your workstation and ends when you return to your workstation. The 15 minutes are to allow employees to use the rest room facilities, get snacks or beverages. At the end of the 15 minutes the employee should be at their work station ready to work.

A handwritten signature in cursive script, appearing to read "W. J. Herrmann".

William J. Herrmann  
Senior Plant Manager