

Senior Plant Manager
Des Moines Processing and Distribution



January 14, 2011

MEMORANDUM TO: ALL PLANT EMPLOYEES

SUBJECT: FOOD & BEVERAGE POLICY

Open beverage containers are NOT allowed on the work room floor. Non-breakable spill proof covered containers are the only acceptable containers allowed on the work room floor.

Snack foods such as chips, crackers, candy bars, etc are allowed on the workroom floor as long as the wrappers are placed in the proper trash receptacles.

Any exceptions to this policy, such as retirements, potlucks, any occasion, etc. must be approved in advance by the Senior Plant Manager.

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

William J. Herrmann
Senior Plant Manager