

Senior Plant Manager
Des Moines Processing and Distribution



January 14, 2011

MEMORANDUM FOR: ALL EMPLOYEES

SUBJECT: Smoking Policy

Smoking is defined as having a lighted cigar, cigarette, pipe or other smoking material.

Smoking is strictly prohibited on the workroom floor, all office spaces, ramps, and all docks including on the apron in front of the docks out 30 feet.

Smoking will be permitted only in the area designated for that purpose. The only authorized smoking area will be the area on the southwest corner of the building.

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

William J. Herrmann
Senior Plant Manager