

Senior Plant Manager
Des Moines Processing and Distribution



January 14, 2011

MEMORANDUM FOR: ALL EMPLOYEES

SUBJECT: Telephone Use

Personal calls are not allowed on the workroom floor during the employees' duty hours unless it is an "emergency". If it's an emergency the employee will be allowed to take the call. The caller should identify that it is an emergency call. It is the responsibility of the employee to inform family and friends of these procedures. The person receiving the call should use common sense if they suspect that it is an emergency call but the caller did not say it was an "emergency". For example; if the caller says they are on their way to the hospital, this call should be passed on to the employee as soon as possible.

If an employee receives a call, the supervisor should take the name and number so the employee can return the call on his/her next scheduled break or lunch.

Telephones are provided on each floor for use by employees. These telephones are located in the designated break areas. These telephones are for outgoing local calls only. If you must make a call outside of your break or lunch schedule, please request permission from your supervisor.

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

William J. Herrmann
Senior Plant Manager