

Senior Plant Manager
Des Moines Processing and Distribution



January 14, 2011

MEMORANDUM TO: ALL EMPLOYEES
DES MOINES PROCESSING & DISTRIBUTION CENTER

SUBJECT: TRASH CONTAINERS

Employees are not allowed to take any items from the trash containers located throughout the Des Moines P&DC. This includes magazines, newspapers, soda cans and bottles, etc.

Reaching into trash containers not only poses a safety risk for our employees but is also considered unsanitary.

The only exception is if directed by a Supervisor.

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

William J. Herrmann
Senior Plant Manager