



EMPLOYEE HANDBOOK

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Welcome

This Handbook is designed to acquaint you with Landes Fresh Meats and provide you with general information about working conditions, benefits, and policies affecting your employment. You are responsible for reading, understanding, and complying with the provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Landes Fresh Meats to benefit employees. Our objective is to provide you with a work environment that is constructive to both personal and professional growth. You, as an employee, are a very important key in the continuing success of this business.

Mission Statement

Landes Fresh Meats values long lasting relationships with its customers and strives to continuously exceed their expectations with the finest quality meat items delivered in a professional, reliable fashion.

Vison Statement

Tradition with Vision

Core Values

- Service the customer above all else
- Work hard
- Encourage teamwork and individual initiative simultaneously
- Exhibit loyalty and commitment
- Never be complacent, always strive for the next level
- Be on time
- Be honest
- Be proactive

Employment

Nature of Employment

This handbook is intended to provide employees with the general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, it will answer many common questions concerning employment with Landes Fresh Meats.

You have become an employee voluntarily and your employment is “at will”. “At will” means that your employment may be terminated at any time by you or by Landes Fresh Meats, with or without advance notice. No documents, statements of any manager, supervisor or other authority will constitute a contract of employment or in any way limit the company’s right to terminate your employment at-will.

This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Only the owner(s) of Landes Fresh Meats have the authority to enter into contracts with employees and said contracts must be signed and in writing. The policies and practices outlined in this handbook replace all other existing policies and practices previously established. Policies and practices may not be changed or added to without the express written approval of the owner(s) of Landes Fresh Meats. Neither the employee nor Landes Fresh Meats is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Landes Fresh Meats reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment at will. The only recognized deviations from the stated policies are those authorized and signed by the owner(s) of Landes Fresh Meats.

Equal Employment Opportunity

To give equal employment and advancement opportunities to all people, we make employment decisions based on each person’s performance, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age disability, genetic characteristic, military status, or any other characteristics protected by law. This Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, Compensation, discipline, termination, and access to benefits and training.

Landes Fresh Meats is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the

operations of the Company and prohibits unlawful discrimination by any employee of Landes Fresh Meats, including manager and co-workers

Business Ethics and Conduct

The successful business operation and reputation of Landes Fresh Meats is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Landes Fresh Meats is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to Landes Fresh Meats, and its customers to act in a way that will merit the continued trust and confidence of the public.

Landes Fresh Meats will comply with all applicable laws and regulations and expects its supervisors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgement, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor for advice and consultation.

Compliance with the policy of business ethics and conduct is the responsibility of every Landes Fresh Meats employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Landes Fresh Meats. All employees will be judged by the same performance standards and will be subject to Landes Fresh Meats scheduling demands, regardless of any existing outside work requirements.

If Landes Fresh Meats determines that an employee's outside work interferes with performance or the ability to meet the requirements of Landes Fresh Meats, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Landes Fresh Meats.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or gain from individuals outside of Landes Fresh Meats for materials produced or services rendered while performing their job.

Employment Records

Personnel Data Changes

It is the responsibility of each employee to promptly notify Landes Fresh Meats of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of any emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your supervisor.

Employment Applications

Landes Fresh Meats relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Background Checks

Landes Fresh Meats may conduct background investigations on any employees that will be present at any time in and/or on Landes Fresh Meat property. This will at a minimum include an investigation for, and review of, any state and federal felony convictions, and misdemeanor convictions involving intentional injury or loss to person or property or endangerment of others while under the influence of alcohol or other substances, and any pending deferred adjudications with respect to any of the above, as allowed by law (collectively "Convictions") for at least the seven years prior to apply for employment.

Drug Testing Policy

Landes has a longstanding commitment to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of Landes employees and to the security of our equipment and facilities. For these reasons, Landes is committed to the elimination of drug and/or alcohol use and abuse in the workplace. This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy continues to apply to all employees and all applicants for employment of Landes Fresh Meats.

Work Rules

Whenever employees are working, are operating any Landes Fresh Meats equipment, are present on Landes Fresh Meats premises, or are conducting company related work off-site, they are prohibited from:

- *Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- *Being under the influence of alcohol or an illegal drug as defined in this policy.
- *Possessing or consuming alcohol.
- *The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing company business or while in a company facility, is prohibited.

Landes Fresh meats will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Pre-employment: Applicants may be asked to pass a drug test before beginning work or receiving an offer of employment. Applicants will be directed to the Landes Fresh Meats designated medical facility and must be willing to submit to the testing at the time of the offer. Refusal to submit to testing will result in disqualification of further employment consideration.

Random: Employees are subject to random drug testing at any time while being employed at Landes Fresh meats.

Reasonable Suspicion: Employees are subject to testing based upon (but not limited to) observations by the owner/supervisor of apparent on-the-job use, possession or impairment.

Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage Landes machinery, equipment, or property and/or result in an injury to themselves or another employee requiring off-site medical attention. A probable belief circumstance will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a within motorized vehicle is found to be responsible for causing the accident. In any of these instances, the

investigation and subsequent testing must take place two (2) hours following the accident, if not sooner.

Collection and Testing Procedures

Applicants and employee subject to drug testing will sign a consent form provided by the testing facility. Refusal to sign is addressed under the “Consequences” section of this document. The employee will be directed to the Landes Fresh Meats designated medical facility. The employee to be tested MUST present a PHOTO ID (i.e., a driver’s license or state ID card) to the testing facility staff. Ensure that the employee brings this with them when leaving Landes Fresh Meats premises. The facility will conduct a 5 Panel Instant Drug Screen as well as take a Hair Sample from the employee. Test results will be received from the testing facility by Landes Fresh Meats. The employee may obtain a copy of the test through the testing facility if they so choose.

Reasonable suspicion and post-accident testing procedures

The employee will be advised that Landes Fresh Meats believes that there is reasonable suspicion to believe that he/she is affected by illegal drugs or alcohol (or due to the nature of the accident the policy mandates this) and that this test is being performed to confirm or deny this suspicion. The rest of the procedure will be conducted the same as the Collection and Testing procedures section of this policy.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested yet we believe they are impaired, under no circumstances will the employee be allowed to drive him or herself home. The employee’s emergency contact or person of choice will come pick the employee up and take them home.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the testing facility and Landes Fresh Meats shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

Landes reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol,

or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

Crimes Involving Drugs

Landes prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on Landes premises or while conducting company business. Landes employees are also prohibited from misusing legally prescribed or OTC drugs. Law enforcement personnel shall be notified, as appropriate, where criminal activity is suspected.

Landes does not desire to intrude into the private lives of its employees, but recognizes that employee's off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Landes Fresh Meats reserves the right to take appropriate disciplinary action for drug usage/sale/distribution while off company premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug or abuse of alcohol are subject to immediate termination of employment.

Time keeping/Payroll

Wages

All employees are paid on an hourly rate every other week. Each paycheck will include earnings for all work performed the previous week. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay one day prior. If a payday falls during an employee's vacation, the employee will receive his or her paycheck at the regularly scheduled time period.

Employees will receive paystubs electronically.

When you are hired at Landes Fresh Meats you will be hired as either a fulltime employee or a part time employee.

Overtime pay is eligible to all fulltime employees who work in excess of 40 hours per week at 1½ times the employee's regular hourly pay.

Administrative Pay Corrections

Landes Fresh Meats takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her manager so that corrections can be made as quickly as possible.

Pay Deductions

The law requires that Landes Fresh Meats make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Landes Fresh Meats also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security 'wage base.' Landes Fresh Meats matches the amount of Social Security taxes paid by each employee.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your department supervisor can assist in having your questions answered.

Attendance and Work Schedule

Employees are responsible for transportation to and from work.

Work schedules are put up for 2 weeks. You are responsible for your hours as they appear. Your supervisor will attempt to accommodate flexible hours when possible, but the needs of the company are the first priority. If you need off on your scheduled Saturday, you are responsible for finding a replacement to trade with and notify management in writing for approval.

All time off must be approved by the department supervisor. The appropriate time to discuss time off and personal business is during your break time or lunch hour.

Once the work schedules are made, changes will be made only to accommodate emergency or unusual circumstances. All changes must be made and approved by your department supervisor or manager in charge.

Please notify your department supervisor or the manager in charge if you are going to be late or absent. The proper time for reporting your tardiness or absence is at 7:00 a. m. (Saturday – 8:00 a. m.). If we do not hear from you within 15 minutes after your scheduled starting time, a replacement will be called to replace your scheduled shift.

Excess absences and/or tardiness are subject to disciplinary procedures up to and including termination.

- a) The first time tardy you will receive a verbal warning.
- b) The second time tardy you will receive a written warning.
- c) The third time tardy will result in deduction of 15 minutes from your pay.
- d) Continuation of tardiness will result in suspension without pay or dismissal.

Time Cards

All employees are required to punch in and out on their own timecards as per their schedule. Have your uniform on and personal needs taken care of before you punch in on the time clock. Punching someone else's timecard or falsifying your own card constitutes cause for immediate dismissal. Clocking out is to be done when leaving work area, then get your personal items to go home.

Should an employee forget to punch his/her timecard, it is his/her responsibility to write in their time on the supplied time sheet. These instances should be limited. An excessive amount will result in progressive discipline. Never mark on or punch another employee's timecard or falsify your own. Should an employee come in early to work without notifying the department supervisor, he/she will only get paid the scheduled hours for that day.

Employees should punch their timecards when going to and from lunch

Lunch Period

Employees working 5 hours or more in a work day are entitled to a 30-45 minute unpaid lunch period, except Saturday, which will be a 30 minute unpaid lunch period. Lunch periods are subject to change from day to day. Lunch periods will be at the department supervisor's discretion and will be within reasonable times.

Employees are responsible for clocking out and back in during their lunch period.

Medical Leave

If you leave from work for medical reasons (such as maternity or surgery), you are required to request a medical leave of absence in writing to your department supervisor within a reasonable period of time before the leave is to be taken, unless under emergency conditions. Suitable discussion will allow for a reasonable allowance of unpaid leave. This provides time for planning so the schedules can be adjusted properly. If you do not request such a leave, you will be considered to have voluntarily terminated your employment.

Employee Benefit Programs

Employee Benefits

Eligible employees at Landes Fresh Meats are provided several benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

The following benefit programs are available to eligible employees:

- * Paid Vacations
- * Paid Holidays
- * Health Insurance
- * Simple IRA with Company Match
- * Breaks
- * Retail Store Purchase discount
- * All leave benefits required by law

Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

To receive pay for vacation, employee must fill out a time off request form and have it approved by management. A two-week notice is preferred. Dates must be written on vacation pay sheet by the time clock.

Full-time employees shall be eligible for paid vacation, in accordance with the following schedule:

- * After one year of full-time employment..... 40 hours of paid vacation per year.
- * After three years of full-time employment 80 hours of paid vacation per year.
- * After twelve years of full-time employment.....120 hours of paid vacation per year.

Part-time employees will be entitled to the following vacation pay:

- * After one year of part-time employment.....30 hours of paid vacation per year.

Employee seniority will have date preference.

Management discourages and has the right to deny vacation taken any week with a major holiday.

Employees eligible for 120 hours or more vacation are limited to 80 hours from May 1st through September 1st.

Vacation pay in lieu of vacation time off is discouraged.

Vacation time is given every calendar year. There will be no vacation hour rollover.

Holidays

To be eligible for holiday pay an employee must be continuously employed for 1 year or more.

Landes Fresh Meats will grant holiday pay time off to eligible employees on the 6 holidays listed below:

- * New Year's Day (January 1)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4th)
- * Labor Day (first Monday in September)
- * Thanksgiving (fourth Thursday in November)
- * Christmas (December 25)

Holiday pay will be paid at your normal wage rate.

Holiday pay will be given as follows.

- * Full time employees will receive 8 hours holiday pay.
- * Part time employees will receive 6 hours holiday pay.

For holidays that are on Monday, an employee must work regular scheduled hours on the week before to be eligible for holiday pay (Memorial Day and Labor Day).

For holidays on Thursday (Thanksgiving), an employee must work scheduled hours beginning on Monday, Tuesday or Wednesday before to be eligible for holiday pay.

On the holidays that change (4th of July, Christmas and New Year's), Management will designate required days that need to be worked.

Management will make final decisions on eligibility. We ask for your cooperation and understanding.

Insurance

As an employee of Landes Fresh Meats, you may be a part of our insurance program. More information is contained in the insurance company booklet. Insurance is available to full time employees after 1 year of continuous employment.

Simple IRA

Landes Fresh Meats offers a Simple IRA with company match to qualified employees. Qualifications and set up will be discussed during the hiring process.

Breaks

Breaks are a benefit given to employees as an opportunity to sit, eat, use the restroom and regroup. An employee working 6 hours or more a day may receive (2) 10-minute breaks with pay. Break times given will be the department supervisor's decision. Any abuse of break time limit and activities can result in disciplinary action.

Purchases

Company employees are eligible to receive a 10% discount on items in the retail store, except sale items or already discounted items.

Purchases are limited to your own household use, including single employees living at home with parents.

Orders are to be written down on an order sheet and given to front office by a retail clerk/office personal.

You may not check-out your own purchases.

All purchases must be rung at the cash register during retail store open hours with a receipt or invoice.

Management reserves the right to check any order and receipt at any time.

Items other than food, bought through company suppliers, must obtain permission from management. Handling charges will be added.

Landes Fresh Meats Management Structure

Mark Landes, President.

Mark is totally in charge of plant operation and financial decisions. His top priorities are to serve and sell our customers quality products to the best of our ability and to provide the best working conditions for the employee because you are an important key to continuing success.

Clint Landes, Vice-President.

Clint is in charge of assisting the President and department supervisors in working toward company goals. Clint also preforms HR and IT duties.

Department Supervisors

Joe Dunn, Plant Supervisor.

Joe is in charge of all processing areas, maintenance and assisting meat inspection. The primary purpose of this job is:

- * Determining employees work schedule
- * Job training within the department
- * Employee evaluations
- * Answer and advise employees
- * Delegate jobs and duties to be done
- * Oversee inventory and in charge of ordering
- * Determine employee break time

Joe Lawson, Curing & Smokehouse Supervisor

Joe is responsible for cure formulation's & smokehouse operations. His primary purpose is to assist the Plant Supervisor.

Winter Etter, Retail Manager.

Winter is responsible for retail sales and deli preparation. The primary purpose of this job is:

- * Determining employee work schedules
- * Job training within the department
- * Seeing that sanitary practices are observed
- * Employee evaluations
- * Answer and advise employees

- * Delegate jobs and duties to be done
- * Oversee inventory and in charge of ordering
- * Determine employee break time

Gavin Sweat, Assistant Retail Manager.

Gavin is responsible for retail sales and deli preparation. His primary purpose is to assist the Retail Manager.

Work Conditions and Hours

Employee Safety

Landes Fresh Meat agrees that it is important that all workplace injuries and illnesses are reported to management as soon as reasonably possible after they occur. Prompt reporting allows for prompt identification and correction of hazards and prompt medical attention for injuries.

Each employee is expected to exercise caution in all work activities. The following applies to work related injury and illness reporting:

* An employee who is at work when they become aware of an injury or illness, regardless of how insignificant the injury or illness may appear, must report it as soon as reasonably possible, but in no event later than leaving the plant or 8 hours after becoming aware of the injury or illness, whichever is earlier. The report must be made to the employee's supervisor.

* An employee who is not at work when they become aware of an injury or illness must report it as soon as reasonably possible, but in no event later than 8 hours after becoming aware of the injury or illness. The employee must report the injury or illness by calling their supervisor and explaining that they are reporting a work-related injury or illness.

Employees who violate safety standards, who cause hazardous or dangerous situation, or who fail to report or, where appropriate, remedy such situation may be subject to disciplinary action, up to and including termination of employment.

Appropriate safety rules and procedures will be covered during the orientation of new employees, at any time when deemed necessary by management or when requested by an employee.

A few safety guidelines are as follows:

- * Wear all protective gear when deemed necessary.
- * When electric meat slicers are being cleaned or repaired, they shall be turned off and unplugged. A safety glove must be worn during cleaning.

* Cleaning supplies and other chemicals shall never be mixed together unless directions specifically indicate to do so.

Equipment Operation

Equipment essential to accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instruction, safety standards and guidelines.

Please notify your supervisor or our maintenance team if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Plant Manager can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Only employees dedicated by management will operate forklifts or other powered equipment.

No employee under age of 18 shall be allowed to operate the following machinery:

- * Meat Tenderizer
- * Meat Slicer
- * Band Saw

Safety guards should not be bypassed in any way at any time.

Tools and equipment are to be kept clean and in good repair. Clean housekeeping will help avoid many accidents.

Tobacco

Landes Fresh Meats allows employees to smoke in outside designated smoking areas only. If you are unsure of an appropriate area to smoke ask your supervisor. Smoking is prohibited in the building and cigarette butts must be disposed of by using proper containers. They are not to be thrown on the ground or floor. The failure to discard smoking material properly can result in disciplinary action.

There is zero tolerance for chewing tobacco inside any Landes Fresh Meat building or facility. Chewing tobacco may be performed in the outside designated smoking areas only. Failure to discard by products of chewing tobacco in a respectful manner (no spitting on the ground.) can result in disciplinary action.

Provided Tools

Landes Fresh Meats will provide employees with the following work wear and tools:

- * Hair Nets
- * Gloves
- * Aprons
- * Frocks
- * Smocks
- * Knives
- * Other related equipment

Employee must provide his/her own boots if required for the job.

Lunch Room

The Lunch room is for rest and relaxation.

- * Clean and remove items from table when finished eating.
- * Clean counter top and sink of your own items when needed.
- * Put your name on personal food items in refrigerator.
- * Be considerate of others.
- * Keep your conversation with a proper and positive attitude.
- * Keep tone of voice so it does not disturb others.

Good Manufacturing Practice

Landes Fresh Meats takes careful care to follow Good Manufacturing Practice. Good Manufacturing Practice is a system for ensuring that products are consistently produced and controlled according to quality standards. It is designed to minimize the risks involved in any pharmaceutical production that cannot be eliminated through testing the final product.

Employees will not be allowed in areas or departments where food is handled if they are found to show evidence of a communicable disease in a transmissible stage or while infected with boils, sores, infected wounds or other abnormal sources of microbial contaminants.

Suitable hair restraints, beard nets and bump caps are to be worn to prevent hair from falling into the product.

Earrings, badges, rings or other jewelry cannot be worn which could drop into the product.

Employees must wash their hands with soap and water before leaving restrooms every time. The soap in the dispensers contains a special sanitizer that is not harmful to the skin.

No personal food or drinks will be allowed in the production or warehousing areas. Eating is allowed only in the lunchroom.

Nail polish, unclean fingernails and artificial fingernails are prohibited.

Employees shall not wear production uniforms outside the building. Aprons, smocks, gloves or company coats can never be worn or taken into the restrooms and must be removed when leaving the H.P.P. production work areas.

Immediate picking up, trimming and washing of any meat falling in the floor and the placement of meat in proper containers must be done or be handled as instructed by supervision.

Spitting is strictly prohibited.

Keep your work area clean and uncluttered.

All personal good hygiene habits must be practiced.

Cell Phone Usage

Cell phones are not to be used during working hours. You may keep your phone during breaks and lunch. When using your phone during the designated times be respectful of those around you.

If you do not have a cell phone, personal phone calls are to be received by employees only in emergencies.

Several employee positions may require the use of cell phones during working hours for business purposes.

Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are Landes Fresh Meats property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Each day, employees are entrusted with confidential information from and about employees, customers, vendors, and our business. Employees are prohibited from using

or sharing any confidential information with third parties unless the third party signs a non-disclosure agreement.

Landes Fresh Meats email accounts are for business use only. These accounts are not to be used for outside ventures, political causes, outside organizations, or any other non-business matters.

Employees should notify their supervisor upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet Usage

Internet access is provided by Landes Fresh Meats to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Landes Fresh Meats and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in email messages and other transmissions is accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Landes Fresh Meats in violation of law or Landes Fresh Meats policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Social Media

Landes Fresh Meats recognizes blogs, networking sites, and other social media as possible tools to support the company's operational goals. This policy applies to employees when they participate in social media as part of their job duties. It also applies to employee's participation in social media at any time that they give the appearance of speaking on behalf of the company or its affiliates; identify themselves as company employees or as affiliated with the company; or discuss the company or its affiliates. Employees are responsible for the content they publish on social media and should use good judgment. Employees should be mindful that the things they say or do on social media are publicly available and searchable and may be forever accessible, which can be then associated to Landes Fresh Meats. Comments, expressions, and other postings on social media must be honest and respectful of others; respect confidential, personal, and proprietary information; and comply with applicable local, state, and federal laws and Landes Fresh Meats policies. Remember, your responsibility to Landes Fresh Meats doesn't end when you are off the clock. For that reason, this policy applies to both companies sponsored social media and personal use as it relates to Landes Fresh Meats.

Abuse of Landes Fresh Meats social media policy will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Use of Company Assets.

Landes Fresh Meats provides employees with the assets necessary to achieve business objectives. These assets may include such items as a photocopier, equipment or company vehicle. Assets also include confidential company information, company goodwill, or company logos. Misuse of any company asset costs Landes Fresh Meats money and is strictly prohibited. Landes Fresh Meats expects employees to use good judgment in the proper use and care of these company assets. If you suspect misuse of a company asset, make it known to your supervisor.

Employee Conduct & Discipline

Employee Conduct

To ensure orderly operations and provide the best possible work environment, Landes Fresh Meats expects employees to follow rules of conduct that will protect the interest and safety of all employees and the organization.

- * A sincere smile should be offered when involved in any type of customer contact.
- * Profane or vulgar language is not to be used.

- * No alcohol, drugs or illegal substances of any kind are to be consumed or possessed on company property or prior to reporting to work. This includes the parking lot before or after work.
- * Visits from friends while at work should be restricted to cordial greetings.
- * For safety and respect reasons no ear buds are to be used while working.
- *Keep busy. If you don't have a work assignment, ask about it immediately.
- *Employees are to park away from the retail store area. The prime parking spaces are for the convenience of the customers.

Appearance

It is the policy of Landes Fresh Meats that all employees maintain a neat and clean appearance at all times. The standards in the area of grooming, dress and professional behavior for all employees are listed below:

Grooming

- *A clean body, free of offensive odor, is required.
- *Special attention should be paid to cleanliness of face, hair, hands, arms and fingernails.
- *Fingernails are to be clean and neat. Nail polish and/or fake nails present a food safety issue.
- *No wearing of loose jewelry. Facial piercings or gauges or discouraged and management can ask to have them removed during working hours if it becomes a food safety issue.
- *Hair is to be of a conservative style: neatly trimmed and combed. Long hair on females should be pulled back and arranged so that it will not dangle in the way.
- *Hairnets are to be worn at all times in the retail & processing areas.

Dress:

- *Conservative dress is required. Wild colors or high fashion clothes are considered inappropriate.
- *No shorts.
- *Dresses/skirts should be just above the knee length or longer.
- *Retail employees should wear provided uniform shirt at all times including Saturdays.
- *Pants should be loose fitting, no form fitting athletic pants ("yoga" pants). No PJ or sweat pants.
- *Employees are to wear clean and well-kept clothes.

Customer Service Policy

Landes Fresh Meats puts the customer first and wants to assure customer satisfaction.

All employees are expected to adopt a friendly, courteous and service-like attitude towards customers. All merchandise is sold with 100% satisfaction guaranteed. This means that the full purchase will be refunded or another product given cheerfully and without argument to any customer for any merchandise which has not given complete

satisfaction. Customers returning merchandise which is unsatisfactory must be referred to the department supervisor.

You are required to respond to waiting customers promptly. Say, “Hello,” “Hi,” or “How may I help you,” then thank them and invite them to come back.

It is our policy that we absorb the loss of any accidental breakage of merchandise by a customer in the store. When you observe this happening, you are to approach the customer and inform him/her not to worry about it—accidents happen. The customer should continue shopping and you should take care of the damaged or broken merchandise.

Retail store hours are to be kept by all employees. Many customers drive a long distance to purchase our products. Unlock doors either before or at the posted opening time. All product is to be kept on display and ready for sale until after the posted closing time.

Security

To ensure orderly operations and provide the best possible work environment, Landes Fresh Meats expects employees to follow these security policies. This will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of security infractions that may result in disciplinary action, up to and including termination of employment. If there is something you don't fully understand, ask your supervisor.

*Employees are not to use or remove from the company premises any equipment, money, merchandise, supplies or company property without permission. Concealment of the above-mentioned items in clothing, purse, lockers, etc, is evidence of intent to remove.

*Information regarding Landes Fresh Meats business such as sales, volume, advertising, promotion plans, recipes, accounting figures and salaries is considered confidential and is not to be communicated with other employees or anyone outside the business.

*Do not enter offices or company files unless you or are authorized to do so.

*Employees are not to eat products unless paid for.

*Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace.

*Fighting or threatening violence in the workplace

Landes Fresh Meats is not responsible for any lost or stolen personal items of its employees while in the buildings or on the premises of Landes Fresh Meats.

No Harassment Policy

It is the policy of Landes Fresh Meats that we will not tolerate harassment of our employees. The term "harassment" may include slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, disability, or any other class protected by law. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic or physical conduct of a sexual nature. In addition, horseplay and other offensive behavior among employees of the same gender will not be tolerated. Sexual harassment on the job is unlawful whether it involves harassment by someone of the same sex or the opposite sex, coworker harassment, harassment by a supervisor or manager, or harassment by persons doing business with or for Landes Fresh Meats.

If you feel you are being harassed by another employee or by a customer or vendor or anyone with whom you come in contact during your work, you should make your feelings known immediately. You may report harassment to anyone in management you choose. There is no single person to whom you have to report your complaint. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (e-mails, notes, pictures, cartoons, etc.).

Harassment is unequivocally prohibited when:

- *Submission to the conduct is made either an explicit or implicit condition of employment;
- *Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- *The harassment substantially interferes with an employee's work performance or creates a hostile or abusive work environment.

You will not be penalized in any way for reporting harassment concerning yourself or any other person. You are protected from retaliation by another employee or by the Company for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. The company will take immediate action to punish anyone who seeks reprisal as a consequence of harassment being reported.

All harassment complaints will be thoroughly investigated and when appropriate, corrective action, including disciplinary action will be taken. A determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser(s).

Do not assume that Landes Fresh Meats is aware of your problem. It is your responsibility to make known your complaints and concerns so that they may be resolved.

In determining whether alleged conduct constitutes "harassment" or is simply a passing moment between people or a misinterpretation by one or both parties, the totality of the circumstances, the nature of the "harassment", and the context in which the alleged incidents occurred will be investigated. The investigation will be done completely and objectively.

But the burden is on you to report your claim so that it is addressed. If you have any reason to believe that the person to whom you first reported the problem is not acting on it, or is not doing enough, report your problem immediately to the Plant Manager, other manager, or owner. We cannot fix what we do not know about.

The following is a list of examples but does not include all prohibited behavior:

- (a) Unwanted sexual advances;
- (b) Offering employment benefits in exchange for sexual favors;
- (c) Making or threatening reprisals after negative response to sexual advances;
- (d) Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, screen savers, or posters;
- (e) Verbal conduct such as making or using derogatory comments, epithets, or slurs regarding race, sex, religion, national origin, age, disability, or any other protected status, as well as sexually explicit jokes, or comments about any employee's body or dress;
- (f) Verbal sexual advances or propositions;
- (g) Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- (h) Physical conduct such as touching, assault, or impeding or blocking movements, and
- (i) Retaliation for reporting harassment or threatening to report harassment.

Discipline

Basic to Landes Fresh Meats philosophy of employee relations is the belief that disciplinary action should be corrective in nature, to change the undesirable behavior, to improve the poor performance rather than merely to punish the employee. Accordingly, we have developed the following general guidelines for dealing with disciplinary matters:

There will generally be five levels of corrective action:

1. Informal counseling
2. Verbal counseling
3. Written warning
4. Suspension without pay
5. Termination

For many rule infractions, as set forth in this handbook, the process might start at the first level and progress through to termination, if the infraction continues. However, the

appropriate level to correction may vary in individual cases, depending on such factors as:

- * The employee's prior record, including length of service,
- * The nature and severity of the offense
- * The impact of the offense on the company's business.

Certain conduct that is deemed to be disruptive of the business that it may be grounds for termination even on the first offense. Such conduct includes:

- * Dishonesty, timecard falsification.
- * Theft.
- * Possession of alcoholic beverages or illicit drugs on premises.
- * Endangering the safety of other employees or customers.
- * Possession of unlawful drugs, substances or weapons on company property.
- * Destruction of company property.
- * Reporting for work in an unfit condition.
- * Insubordination and/or use of defiant, vulgar or offensive language or acts.

These are general guidelines, and as such with other company policies or procedures, they are subject to change at any time.

Layoffs

Our layoff policy outlines our rules if the need to layoff our employees arises. We recognize that layoffs effect morale and job satisfaction. For this reason, we see layoffs as a last resort during difficult times.

This policy applies to all Landes Fresh Meats permanent full-time or part-time employees.

Layoff refers to reducing the number of our employees. Sometimes, we may ask employees to take planned unpaid or partially-paid time off from work for a specific period. We may decide to lay off employees to:

- *Cut costs.
- *Increase efficiency.
- *Restructure our organization.
- *Make up for a sudden loss of business.
- *The department employees work in needs to be closed.
- *Branches, offices or departments may need to be closed if they aren't profitable or critical to the business.

This list is not exhaustive. We may have to take part in layoffs for other reasons as they arise.

Landes Fresh Meats will meet all laws required for a layoff. In many circumstances Landes Fresh Meats may not be able to give advanced notice of a layoff.

We will strive to give our employees an advanced notice, before the effective layoff date. Situations may arise that we are unable to give notice before an employee has to stop working. Management will decide if there will be a payout amount for the pay period the employee is currently in. Management will decide if the employee gets paid for the vacation time, he/she has accrued.

The first day of an employee's termination is the first day of their layoff, unless applicable law dictates otherwise.

When layoffs are necessary, we will select employees according to the following criteria:
*Department most effected by the current business situation.

Other factors that may have to be taken into consideration:

- *Levels of employee performance
- *Length of employee tenure

We will not discriminate against protected characteristics. Management is responsible for ensuring that layoffs will not have an adverse impact on protected groups.

Landes Fresh Meats will strive in every way to protect our employees. Layoffs are generally seen as a temporary reduction. Management will strive to find new roles within our company that employees are suited for before laying them off. We encourage supervisors to refer good employees to another assignment or position within our company.

Communications

Open and clear communication between you and Landes Fresh Meats is an important part of our successful venture. Your department supervisors, have many responsibilities. One is to assure your well-being while you are on the job. Your work conditions should be safe, satisfying and favorable as they can. When you have a question about any of these or have other reasonable concerns, you have a right to expect an answer within a reasonable period of time. We recommend that you consider seeing your department supervisor first, following the steps outlined below:

Step #1: Should you have a complaint or problem, first discuss it with your department supervisor. This discussion should occur as soon as possible after the problem develops. Within a reasonable period of time (one week), your department supervisor will advise you of decisions or action taken and explain reasons.

Step #2: If you believe the problem or concern is not resolved, present your concern in writing to the Plant Manager. This should be done within a reasonable period of time after you receive your department head's decision. The Plant Manager will then meet with you and discuss the concern.

Step #3: If you feel further remedy is still required, you may then appeal to the next level of management. After receipt of your written comments, management will meet with you and review your circumstances for final resolution.

Landes Fresh Meats is confident that all concerns can be resolved by patience, understanding and mutual respect. We want to address your concerns and are confident that with mutual honesty, openness, understanding and respect that this can be accomplished.

Suggestions

Good ideas come from everywhere within Landes Fresh Meats. We hope you will offer suggestions for improvement in any phase of the business. We hope you consider, as part of your responsibility, the need to make constructive suggestions to enhance the efficiency of plant operations. You are on the front line where problems are and you see solutions that will be helpful to management. When you have an idea, please write it down and give it to your department supervisor. They are interested and want to hear from you. We appreciate your contribution.

Receipt and Acknowledgement of Employee Handbook

The policies, practices and procedures described in this manual are subject to change without prior notice. Your immediate supervisor will advise you of any major changes to the handbook. The handbook's contents are not to be considered as an employment agreement. Specific documents provided for job instruction, training or supervisory are not intended to or should not be interpreted as an employment contract.

Any decisions by the company regarding the interpretation or application of policies and procedures will be final and binding on all employees.

Violations of any of the included policies are considered serious and may result in corrective action up to and including dismissal.

By signing below, you acknowledge that you have received a copy Landes Fresh Meats Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. Furthermore, you acknowledge that you are employed "at-will" and that this manual is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name