



Eagle Family Foods Group LLC and its Subsidiaries

Employee Handbook

Revised 4/2017



-Page left intentionally blank-

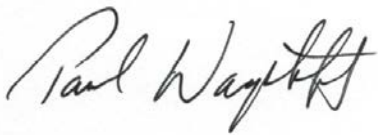
Welcome!

Welcome to Eagle Family Foods Group LLC and its Subsidiaries! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and vision, we hope you will take advantage of opportunities to enhance your career and further The Company's goals.

You are joining an organization whose goal is to build a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, The Company will continue to grow and to achieve its goals. We sincerely hope you will take pride in being an important part of our company's success.

Please take time to review the policies contained in this handbook and on the company Intranet page. If you have questions, feel free to ask your supervisor or contact the Human Resources Department.

Sincerely,

A handwritten signature in black ink that reads "Paul Wagstaff". The signature is written in a cursive style with a large, stylized initial "P".

Paul Wagstaff
Chief Executive Officer

TABLE OF CONTENTS

Employment at Will	1
Equal Opportunity and Commitment to Diversity	2
Equal Opportunity	
Americans with Disabilities Act (ADA) and Reasonable Accommodation	
Commitment to Diversity	
Harassment and Complaint Procedure	
Conflicts of Interest and Confidentiality	5
Conflicts of Interest	
Confidential Information	
Employment Relationship	8
Introductory Period	
Employment Classification	
Work Week and Hours of Work	
Open Door Policy	
Lactation Breaks	
Time Records	
Overtime	
Employment of Relatives and Domestic Partners	
Access to Personnel Files	
Separation from Employment	
Workplace Safety	12
Drug-Free Workplace	
Smoke-Free Workplace	
Workplace Violence Prevention	
Commitment to Safety	
Right to Search / No Privacy Expectations	
Emergency Closings	
Quality	
Workplace Guidelines	16
Attendance	
Job Performance	
Outside Employment	
Dress and Grooming	
Social Media Acceptable Use	
Bulletin Boards	
Solicitation	
Computers, Internet, Email, and Other Resources	

Employee Conduct & Work Rules	21
Time Off and Leaves of Absence	22
Holidays	
Religious Observations	
Vacation	
Personal Leave	
Family and Medical Leave	
Military Leave	
Bereavement Leave	
Jury Duty/Court Appearance	
Time Off for Voting	
Employee Handbook Acknowledgment and Receipt	30

Additional Policies can be found on the Company intranet page:
<https://effgrp.sharepoint.com/Company/Pages/Policies.aspx>

Employment at Will

Employment at Eagle Family Foods Group LLC and its Subsidiaries (the “Company”) is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President of the Company.

This means that either the employee or the Company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. The Company employees have the right to engage in or refrain from such activities.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

The Company provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Every employee makes a difference and the Company embraces the unique aspects of each employee and the diverse backgrounds and viewpoints which bring strength to our organization. We value our employees and believe we must all welcome and take ownership of the Company's commitment to diversity in the workplace.

The Company expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, The Company will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require a reasonable accommodation should contact their Human Resources representative.

Commitment to Diversity

The Company is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at the Company is an important principle of sound business management.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is the Company's policy to provide a work environment free of sexual and other harassment. To that end, harassment of the Company's employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The Company will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at the Company.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor or department manager, the VP of HR, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, the Company will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Due to its significance, the Company has also added a formal Anti-Harassment policy in addendum to what is found in this employee handbook. Please review the policy within the Company intranet site and contact your Human Resources representative if you have any questions.

Conflicts of Interest and Confidentiality

Conflicts of Interest

The Company expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The Company recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the Company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with their manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to the Company
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the Company makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the Company.
7. Participating in civic or professional organization activities in a manner that divulges confidential company information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the Company or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

Confidential Information

The products, services, ideas, concepts, and other information we produce daily are important proprietary assets of the Company. During your employment with the Company, you may receive and have access to the Company's confidential, proprietary and trade secret information, as well as to third party confidential, proprietary and trade secret information provided to the Company. Confidential, proprietary and trade secret information includes information that has economic value from which the Company derives a competitive advantage or information that the Company is required by law to keep confidential or information that could harm the Company or its business partners or customers in the event of unauthorized use or disclosure.

As a condition of employment and continued employment with the Company, all employees have a duty and are expected to conduct themselves in a manner which protects and preserves the secrecy and security of the Company's confidential, proprietary and trade secret information as set forth herein and in the Company's Code of Ethics and Business Conduct. The following examples illustrate some but not all the categories of confidential, proprietary and/or trade secret information ("Confidential Information") that must be protected and preserved by employees and former employees:

- Information which is stamped or marked with the words "Confidential" or "Proprietary;"
- Information that is subject to legal restrictions; Marketing and prospecting plans and strategies, sales and marketing data and methods, manufacturing techniques, product formulae, pricing information, and information pertaining to business development opportunities and new products and services;
- The details or provisions of any private written or oral contract or understandings between the Company and a third party, client or vendor and the negotiations leading to those contracts or understandings; client, customer, supplier and vendor lists;
- The details of any computer programs and software, scientific, technical or statistical data, techniques, methods or procedures not generally known to the public;
- Procedural, training or instructional manuals which have been developed by the Company and which are not generally known to the public;
- Long-range plans, budgets, acquisition strategies, methods of operations, pricing, bid information and financial performance belonging to the Company; Designs, ideas, inventions or improvements related to present or contemplated machines, products, methods of manufacture, or any other matters of a proprietary nature;
- Laboratory notebooks, formulation cards, product or process specifications, transformation flow charts, plant schematics, blueprints, diagrams, drawings, and other documents containing technical specifications or details which are not generally known to the public;
- Other confidential information that provides the Company with a substantial competitive advantage in conducting its business that has not, by legitimate means, become generally known to the public and in the public domain;
- Private employee information, including but not limited to employee social security numbers, medical and health information, financial information (other than an employee's wages or compensation), and information about an employee's family members; and
- Memos, reports, and other written communication received from a Company attorney that are stamped or marked with the words "Attorney Work Product" or "Attorney-Client Privilege."

Keeping Confidential Information secure from unauthorized use or disclosure is an important part of the Company's success. The Company protects its Confidential Information, in part, by restricting employee and third party access to certain designated areas and/or documents and by limiting access to such areas and documents to only authorized individuals who have legitimate business reasons for viewing them.

Employees must do their part to protect and preserve Confidential Information from any unauthorized use or disclosure by adhering to the following:

- Do not have meetings or conversations where you discuss or share Confidential Information in public places where others may see or overhear the content of your conversation;
- Never provide Confidential Information to any third parties (non-employees) without first getting written approval from the Corporate Human Resources Department;
- When discussing projects or issues with former employees, be mindful to avoid disclosing Confidential Information. If you ever feel that a former employee is trying to extract sensitive information, call the Corporate Human Resources Department immediately for assistance;
- Guard your laptop and other electronic devices from public view and lock it when you are away, especially when traveling; and
- Do not copy or forward emails containing Confidential Information (whether in the text of the email or in an attachment) to a non-Company email address (including your own) without the permission of the Corporate Human Resources Department and never use personal email accounts to send any type of Confidential Information.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information. All inquiries from the media must be referred to the Vice President of Marketing.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Employment Relationship

Introductory Period

The first ninety (90) days of employment with the Company is an introductory period. During this time, you will learn about your specific job responsibilities, and the core values of the Company, which will enable you to determine if the Company is right for you. The introductory period also provides the Company with the opportunity to get to know you and observe your work habits and performance to determine if you are meeting Company expectations.

At all times during the introductory period and thereafter, the Company and you retain the right to terminate the employment relationship at any time with or without notice for any reason unless otherwise provided by law.

Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, The Company classifies its employees as shown below. The Company may review or change employee classifications at any time.

- **Exempt.** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.
- **Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.
- **Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the Company and are subject to the terms, conditions, and limitations of each benefits program.
- **Temporary, Full-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the Company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, Part-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Work Week and Hours of Work

The standard workweek is from Monday 8:00 a.m. until Friday 5:00 p.m. Individual work schedules may vary depending on the needs of each department. Employees are encouraged to take a 60-minute unpaid meal break each day. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 60-minute period. Times may vary by plant.

Open Door Policy

The Company promotes an atmosphere whereby employees can talk freely with members of management staff. Employees are encouraged to openly discuss with their managers any problems so that issues can be addressed and actions can be taken, if appropriate. If a manager cannot be of assistance, you are encouraged to contact your Human Resources representative for consultation and guidance.

Lactation Breaks

As part of our family-friendly policies and benefits, the Company supports breastfeeding mothers by accommodating the mother who wishes to express milk during her workday when separated from her child, consistent with applicable federal, state and local law. Mothers who are breastfeeding will be provided a reasonable amount of time to express milk for their children. If the employee needs additional time to do so beyond any paid rest breaks during the day, additional time will be provided. However, this additional time may be unpaid where permitted by law. The employee should discuss the timing of her lactation breaks with her manager or supervisor. Employees needing this accommodation should also notify the Human Resources department.

Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each week, the employee and his or her supervisor must approve the time sheet attesting to its correctness before submitting it to the Human Resources department.

Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked more than 40 in a workweek. Nonexempt employees will be paid time and one half their regular rate of pay for all hours worked in a workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the Company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, or grandparents. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the Company provided they don’t work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the Company will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, one of the employees may be required to leave the Company.

Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, during their duties, may be allowed access to file information.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee’s home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the Company.

Workplace Safety

The safety and welfare of all employees is of paramount importance to the Company. Safety is managed through the application of defined systems, procedures and audits. All injuries, near misses, illnesses or property damage and all unsafe conditions must be reported immediately to the employee's immediate manager, team leader, Employee Health and Safety Leader (EH&S), Plant Manager or the Human Resources Department. When seeking treatment for a work-related incident, an employee must contact his/her manager even if the employee is offsite or at home at the time the treatment is sought.

Drug-Free Workplace

It is the policy of the Company to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the Company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the Company is strictly prohibited. The Company also prohibits reporting to work or performing services while impaired using alcohol or consuming alcohol while on duty or during work hours.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situation:

- **Pre-employment:** As required by the Company for all prospective employees who receive a conditional offer of employment
- **For Cause:** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance
- **Random:** As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

If an employee is using medication prescribed by a licensed physician, he/she is responsible for obtaining assurances from that physician that the medication will not impair the employee's judgment or ability to safely perform his or her job duties. If an employee must take prescribed medication that may impact his or her ability to perform his or her job duties safely, the employee must report that fact to the Human Resources Department.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense. At its discretion or as otherwise required by law, the Company may require employees who violate this policy to successfully complete an alcohol or drug abuse assistance or rehabilitation program as a condition of continued employment.

Smoke-Free Workplace

Smoking is not allowed in company buildings or work areas at any time. “Smoking” includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Workplace Violence Prevention

The Company is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the Company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

The Company prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The Company reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on company property.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business. All employees have the opportunity and responsibility to contribute to a safe work environment by using

commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Right to Search / No Privacy Expectations

To protect employees and the Company from theft, and to enforce Company policy, the Company reserves the right to search employees and their personal property when there is reason to believe that such search may indicate that the law or Company policy is being violated.

The Company also may conduct unannounced random searches of Company facilities and property (e.g., Company vehicles, desks, file cabinets, lockers, etc.). Searches of Company facilities and property, including Company property in the possession of the employee, can be conducted at any time and do not have to be based upon reason to believe that the law or Company policy is being violated.

Employees are expected to cooperate in the conducting of all such searches. Failure to cooperate in such searches may lead to discipline up to and including termination of employment.

Emergency Closings

The Company will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Quality

Quality applies to our products, our manufacturing methods, our marketing efforts, our people, and our relationships with each other. The Company will be known to offer the highest quality products offered in our respective markets. We continuously look for daily improvements that will, over time, result in consistently superior products and performance. Our growth and business success have been built on a foundation of quality, earning the trust of our constituents in our products and our people.

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voice mail and e-mail messages are not acceptable except in certain emergency circumstances.

Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Review the formal Attendance Policy on the company intranet. If you have any questions, contact your local Human Resources representative.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Outside Employment

Full-time employees are discouraged from engaging in outside employment; however, if this situation exists, you must advise your supervisor of your participation in any outside business or additional employment. Such business or employment must not conflict with your work at the Company. We recognize that part-time employees may engage in outside employment, but we do request that such employment be disclosed to insure it does not conflict with your work at the Company.

Dress and Grooming

The Company provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

When visiting the manufacturing floor or laboratory of a plant, visitors are required to wear a lab coat and appropriate protective gear, including hair and beard nets, ear and eye protection and hard-soled

rubber shoes. Employees working in a laboratory or on the manufacturing floor are required to wear safety glasses and ear protection at all times. Safety shoes are required and will be subsidized by the Company. Safety shoes are to be left on the premises. Employees will be provided uniforms at the Company's expense. All uniforms will be laundered and stored at the plant and the wearing of uniforms outside of the workplace is prohibited. Contact lenses, jewelry (including wedding rings with sets), fingernail polish and artificial nails cannot be worn on the manufacturing floor at any time.

Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by the Human Resources department and not by individual departments or managers.

Social Media Acceptable Use

The Company encourages employees to share information with co-workers and with those outside the Company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the Company has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and MySpace, among others.

- **Off-duty use of social media.** Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the Company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.
- **On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference company clients, customers, or vendors without express permission. The Company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.
- **Respect.** Demonstrate respect for the dignity of the Company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.
- **Post disclaimers.** If an employee identifies himself or herself as a company employee or discusses matters related to the Company on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the Company and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing

an opinion related to the Company or the Company's business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

- **Competition.** Employees should not use a social media to criticize the Company's competition and should not use it to compete with the Company.
- **Confidentiality.** Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.
- **New ideas.** Please remember that new ideas related to work or the Company's business belong to the Company. Do not post them on a social media site without the Company's permission.
- **Links.** Employees may provide a link from a social media site to the Company's website during employment (subject to discontinuance at the Company's sole discretion). Employees should contact the Web design group to obtain the graphic for links to the Company's site and to register the site with the Company.
- **Trademarks and copyrights.** Do not use the Company's or others' trademarks on a social media site, or reproduce the Company's or others' material without first obtaining permission.
- **Avoid statements about the Company's future.** Because the Company is privately held, writing about projected growth, sales and profits, future products or services, marketing plans, or the stock price may violate Securities and Exchange Commission (SEC) rules or other applicable laws.
- **Legal.** Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.
- **Company restrictions.** The Company may require that employees temporarily confine social media commentary to topics unrelated to the Company or that employees temporarily suspend such activity to ensure compliance with the SEC's regulations or other laws. The Company may also require employees to delete references to it on a website or Web log and to stop identifying themselves as an employee of the Company.
- **Discipline.** Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Bulletin Boards

All required governmental postings are posted on bulletin boards. These boards may also contain general announcements.

Employees are able to submit notices of general interest, such as for-sale notices (see "Solicitation" for restrictions); recreational-type announcements and/or club functions (e-mail should not be used for the);

postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets. Please deliver notices to Human Resources.

The Company reserves the absolute right to refuse permission to post or to take down any announcement. The Human Resources department approves, posts, and takes down all notices. All notices posted by employees will be removed after 2 weeks unless otherwise stipulated.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Computers, Internet, Email, and Other Resources

The Company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computer, phone, or other communication tools. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection by the Company. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the Company’s systems.

E-mails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail is not completely secure, and information you transmit and receive could damage the reputation and/or competitiveness of the Company.

The Company encourages employees to use this tool only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external e-mails

are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the Company.

Refrain from using e-mail in a manner that violates any of our company guidelines/policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

It is the Company's goal to respect the dignity of employees at all times. Because e-mail, telephone and voice mail, and internet communication equipment are provided for company business purposes and are critical to the Company's success, your communications may be accessed without further notice by Information Technology department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the Company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the Company's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The Company reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service. Employees working in sales and customer service will be subject to telephone monitoring. Should an employee need to make or receive a personal call during work hours, a telephone designated for that purpose should be used. Should the subject matter of the conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

It is also against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

Additional standards of conduct are described elsewhere in the Handbook as well as on the Company intranet. If you have any questions/concerns contact your HR representative.

Employee Conduct and Work Rules Policy

Objective

The Company adopts this Employee Conduct and Work Rules Policy to ensure orderly operations and provide the best possible work environment. The Company expects employees and others who may from time to time be engaged to provide services, such as temporary personnel, consultants and independent contractors, to follow these rules of conduct while on company premises, attending company functions or otherwise performing work-related activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, the Company complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations.

Scope

All full and part-time employees, as well as others who may from time to time be engaged in providing services to the Company, such as temporary personnel, consultants and independent contractors, are covered under this policy.

Procedures

The Company is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the company are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following are examples of behavior that would be considered infractions of the Company rules of conduct.

Violations of these standards of behavior will result in one of the following forms of disciplinary action: Discharge, suspension, oral warning or written warning. In arriving at a decision for proper action, the following will be considered:

The seriousness of the infraction.

- The past record of the employee.
- The circumstances surrounding the matter.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which will result in disciplinary action:

- Falsification of Company records - including, but not limited to, employment application, time cards, or other forms.
- Unauthorized possession or destruction of Company or employee property, fraud, gambling, carrying weapons or explosives, or violation of criminal laws on Company premises.

- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee or Company operations.
- Threatening, intimidating, coercing, using abusive language, or interfering with the performance of work by fellow employees.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties to which assigned.
- Use of Company material, time or equipment for the production of an article for unauthorized purposes or for unauthorized personal use.
- Conduct which the Company feels reflects adversely on the employee or Company.
- Performance which in the Company's opinion, does not meet the requirements of the position.
- Engaging in such other practices as may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Company and its employees.
- Willful or repeated violation of Safety Rules.
- Use, possession, sale, purchase, transfer or being under the influence of alcoholic beverages, illegal drugs or other intoxicants at any time on Company premises or while on Company business.
- Other circumstances in which the Company feels that discipline is warranted.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment at will relationship between the employee and the Company.

Additional standards of conduct are described elsewhere in the Handbook as well as on the Company intranet.

Time Off and Leaves of Absence

There may be a rare occasion when an employee is faced with an emergency or special circumstance and requests to take an unpaid personal leave of absence. The employee's supervisor or manager, in conjunction with the Human Resources department, may at his or her discretion grant a personal leave of absence without pay. Each request for a leave of absence will be evaluated on an individual basis, taking into consideration length of service, work record, staffing needs, reason and length of the leave, and other relevant circumstances. To qualify for a personal leave of absence, the employee must be classified as a full-time employee and must have completed at least twelve (12) months of full-time service at the time of the request.

Employees may apply for a personal leave of absence by submitting the proper paperwork to their supervisor or manager at least three weeks prior to the start date of the leave requested, describing the nature of the leave, the dates the employee expects to be away from work and the date the employee intends to return. If the leave is an emergency in nature, the three-week requirement may be waived by the Human Resources department. Generally, a personal leave of absence shall not exceed four (4) calendar weeks.

A longer personal leave of absence may be granted on a case-by-case basis and generally only under extreme circumstances. Personal leaves will not be allowed to exceed eight (8) calendar weeks. Failure to report back to work on the first day after expiration of the leave of absence will be considered a voluntarily termination of employment. Employees who are granted personal leaves of absence are expected to exhaust any available paid time (vacation and personal days) before their leave status changes from paid to unpaid to the extent permitted by law. Unless required by applicable law, employees will not accrue additional paid time off while on an unpaid personal leave of absence. If an employee is granted and takes a personal leave of absence, the employee will be responsible for paying the monthly premiums for their elected benefits. The organization cannot guarantee employees their original position or an equivalent position will be available when they return. If no position is available when the employee is able to return to work, the employee will be terminated and may apply for open positions.

Important Note: Many states and municipalities have laws related to leaves of absence and paid time off that include family and medical leave, paid sick leave, small necessities leave, leave for victims of domestic violence, etc. In addition, many have laws that are applicable to public sector employers. The provisions below only address federal law. Please contact your HR representative if you believe your local laws apply further implication.

Holidays

The Company observes paid holidays each year. At the end of the year a holiday schedule is published to reflect the paid holidays for the following year. Due to the nature of the business, holiday pay and work requirements may vary by location and employee status. Your immediate supervisor will explain how the holiday schedule relates to your role. A holiday schedule is published annually at each location. If one of these holidays coincides with an unpaid personal leave, you will not be eligible for holiday pay during the leave period. Paid holidays are not included in the calculation for overtime pay.

Typically, if one of these holidays falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will typically be observed on the following Monday. Refer to the Company intranet page for the formal policy and procedure.

Religious Observances

Employees who need time off to observe religious practices or holidays not already scheduled by the Company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The Company will seek to reasonably accommodate individuals' religious observances.

Vacation

The Company recognizes the importance of work/life balance. The Company provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro rata schedule. Refer to the Company intranet paid for the formal policy and procedure.

Personal Leave

The Company provides regular, full-time and part-time employees with paid personal days.

Personal days are not intended to be used as a substitute for vacation days, but however they may be used if an employee needs to provide care for a family member who is ill. Personal days may also be used if an employee needs time off for scheduled medical procedures.

If the need for personal leave is foreseeable, employees are required to give at least 14 days' notice (e.g., a planned medical treatment) whenever possible. If the need for personal leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses ten or more consecutive days because of illness, The Company may require the employee to provide a physician's written permission to return to work and vacation time will be applied.

Except as required by state law, unused personal days are forfeited when an employee's employment ends for any reason.

Family & Medical Leave

The Company has adopted a Family and Medical leave policy to implement the terms of the Family and Medical Leave Act of 1993. Eligible employees are entitled to a family and medical leaves on the terms and conditions stated in the formal “Family Medical Leave Act Policy” that is located on the company intranet page, as well as the regulations issued by the Department of Labor under FMLA.

The company provides Family Medical Leaves for situations including, but not limited to:

- FMLA Leave;
- Inpatient Care;
- Continuing Treatment;
- Covered Service Member;
- Covered Military Member;
- Active Duty of call to Active Duty;
- Serious Injury or Illness;
- or any other Qualifying Exigency

For these sorts of reasons, consult the formal policy located on the Company intranet for further details.

Military Leave*

The Company supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination. All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

A military leave of absence (“Military Leave”) will be provided to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Provided the employee’s absence does not exceed applicable statutory limitations, he or she will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. If employees are required to attend yearly Reserves or National Guard duty, they can apply for a temporary military leave of absence not to exceed the number of days allowed by law (including travel). Employees should give management as much advance notice of their need for military leave so that the Company can maintain proper coverage while they are away. The Company will offset the employee’s military pay for a period of 12 months based on the date the military leave begins

(military housing allowance will not be included in the offset). This will allow for a transition for the employee and their family, if necessary. If the military leave transcends our normal merit increase period, a merit increase will be given if the employee would have been eligible for one if they had been actively at work. Benefits during Military Leave will apply as follows:

- **Health Care** – An employee on Military Leave will be eligible to continue participation in the Company’s health plan for three months (at the employee contribution level). Following this three-month period, the employee will be eligible for health care continuation through COBRA for 24 months. The Company health plan does not cover treatment of any illness contracted or injury sustained while in the military service.
- **Dental Plan** – An employee on Military Leave will be eligible to continue participation in the dental plan for three months (at the employee contribution level). Following this three-month period, the employee will be eligible for dental continuation through COBRA for 18 months.
- **Flexible Spending Account** – Health Care and Dependent Care Flexible Spending Account participation will continue for three months. An employee may enroll for continued coverage for COBRA in order to utilize any remaining account balance.
- **Life Insurance** – Company-provided Basic & AD&D life insurance will continue for three months. The AD&D portion does not cover any loss resulting from military service. If enrolled, Voluntary Life and Dependent Life insurance will also continue for three months (at the employee contribution level). The Voluntary AD&D life insurance benefits do not cover any loss resulting from military service.
- **Disability** – Company-provided Short Term Disability will continue for three months. Company-provided Long Term Disability coverage will stop at the end of the month in which leave begins. Long Term Disability benefits do not cover any disability resulting from illness or injury sustained while in military service. 401(k) Savings Plan – Contributions to the 401(k) Savings Plan will be withheld from any pay the employee receives from the Company. Vesting credit will continue to accrue during the Military Leave. An employee can make-up missed contributions, for unpaid leave, upon return from Military Leave. The Company will match those contributions.
- **Vacation** – Remaining vacation for the calendar year will be paid to the employee on a mutually established date. The employee will continue to accrue service toward vacation during the Military Leave.

Bereavement Leave*

Employees with more than 3 months' service may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).

The Company may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime. Please reference the FMLA policy located on the Company intranet site for further policy information.

Jury Duty/Court Appearance

The Company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Time Off for Voting*

The Company recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason, you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

**The Company will follow this policy to the extent it is not in consistent with state & federal law.*

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Eagle Family Foods Group LLC and its Subsidiaries (the “Company”). I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind the Company to employ me now or hereafter and that my employment may be terminated by me or the Company without reason at any time. I understand that no representative of the Company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the Company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the Company.

From time-to-time other policies are available and updated on the Company intranet that are also applicable to my employment.

Employee’s Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE

