



Eagle Family Foods Group LLC and its Subsidiaries

Employee Work Rules Policy

Revised 4/2017



Objective

Eagle Family Foods Group LLC and its Subsidiary, Cornfields LLC (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.