



## **HUISKEN MEAT COMPANY'S HIRING POLICY**

HUISKEN MEAT COMPANY ("HUISKEN MEAT") is an equal opportunity employer and does not discriminate against applicants for employment or against employees on the basis of race, color, creed, sex, sexual orientation, pregnancy, age, religion, ancestry, national origin, marital status, disability, including those related to pregnancy or childbirth, status with regard to public assistance, membership or activity in any local commission, membership/support or non-membership/non-support of any labor organization, or any other characteristic protected under federal, state or local law. All employees are responsible for understanding, adhering to and strictly enforcing this policy.

HUISKEN MEAT reserves the right to evaluate all applicants' fitness for positions based on all relevant criteria, including minimum and/or maximum years of experience and education, appropriate wage or salary history and/or expectations for the position sought, physical exam, willingness to perform all duties assigned, skill level, attitude, demeanor and all other criteria deemed relevant by the Employer, in the Employer's sole discretion.

HUISKEN MEAT reserves the right to assess prior work experience and skill levels, and to confirm applicants' work references, and driver's license for positions requiring driving, and education and licensure where applicable, and will require applicants to authorize and hold HUISKEN MEAT harmless with respect to any such inquiries of former employers.

HUISKEN MEAT requires that applicants and employees provide truthful responses to all employment-related inquiries, both written and verbal, and reserves the right to reject any applicant and terminate any employee for providing false or misleading employment-related information, or omitting relevant information, or providing extraneous or unsolicited information. Failure to provide complete and accurate responses to all questions, without material omission or providing extraneous or unsolicited information, will disqualify applicants from consideration for employment with HUISKEN MEAT, and will result in termination if employed, no matter when these violations are discovered.

HUISKEN MEAT will receive and process applications and hire employees only when, in its sole judgment, its business needs and circumstances dictate. Since business needs and circumstances change, HUISKEN MEAT may discontinue hiring after soliciting or advertising for applicants. If HUISKEN MEAT receives applications for employment or has applications in progress when it decides not to hire, no action will be taken on the applications. HUISKEN MEAT will provide no information to applicants other than notice that they have been hired if and when they have been hired.

HUISKEN MEAT also reserves the right to terminate any applicant or employee who formerly was employed with HUISKEN MEAT and who was inadvertently hired or rehired, despite his or her ineligibility for rehire.

HUISKEN MEAT has employment policies with which applicants and employees are required to comply.

HUISKEN MEAT requires that applicants and employees be available for regular and overtime work at any time during the week, be free of any competing or conflicting employment, or any other limitations on their availability for work, and be willing to perform all duties assigned.

HUISKEN MEAT requires all applicants for employment to pass a pre-employment drug and/or alcohol test. In addition, employees must pass any drug and/or alcohol test administered following an offer and commencement of employment.

HUISKEN MEAT will check references and confirm all application and interview information for all applicants, and will administer physical examinations and drug and alcohol tests after Conditional Offers Of Employment, for applicants in certain job classifications.

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HUISKEN MEAT requires that applicants make an individual appointment to personally complete and sign at our office the Employer's original employment application form and will not accept photocopied, mailed or third-party applications or unsolicited employment referrals from any source, and will not accept applications at other locations. Confirmation of offers of employment will be made only by HUISKEN MEAT's home office.

HUISKEN MEAT will not recall, reemploy, reinstate or consider applications from former employees who resigned their employment without notice, were terminated or resigned in other than good standing in the employer's judgment, or declined or failed to respond to a recall, reemployment, reinstatement or employment offer.

HUISKEN MEAT accepts applications at all times. When hiring, applications received within the three month period prior to the position opening are considered.

HUISKEN MEAT reserves the right to assign and reassign all applicants and employees to any and all duties within the sole discretion of the Employer and irrespective of the initial terms of employment or of applicants' or employees' experience, education, licensing, job title or description, prior trade or occupation or normal duties.

HUISKEN MEAT may change or vary the policies or procedures in this Hiring Policy either generally or in conjunction with a particular project, at any time, in its sole discretion, if its business needs and circumstances require such changes or variations.

HUISKEN MEAT is an at-will Employer and reserves the right to terminate employees for any reason without notice, cause or prior warning in its sole discretion, just as employees reserve the right to terminate their own employment for any reason, without notice, cause or prior warning.

In order to prevent disruption in HUISKEN MEAT's operations and provision of services, unproductive distractions and litter, the following rules apply to verbal solicitation and distribution (of written, graphic, audio or video materials):

No distribution of non-work-related materials of any kind will be permitted in any work areas at any time. No verbal solicitation is permitted in any work areas during work time.

In non-work areas, no solicitation or distribution of any kind will be permitted by employees who are scheduled to be working at that time. Solicitation or distribution during scheduled rest periods, meal times or other scheduled employee break periods, in non-work areas, by and to employees who are not scheduled to be working at those times, is not prohibited. Solicitation during scheduled rest periods, meal times or other scheduled employee break periods, in work areas, by and to employees who are not then scheduled to be working at those times, is not prohibited.

Solicitation and distribution by non-working employees directed toward employees who are scheduled to be working at that time is also prohibited.

Non-employees are not allowed to solicit or distribute at any time on any HUISKEN MEAT property or customer sites, which are not open to public use.

Any employee who violates or fails to report a violation of this policy will be subject to immediate disciplinary action, up to and including termination.