

# **6-in-1 Meats Employee Handbook**

**Implemented January 1, 2021**

**Edited and reinstated 1/01/2025**

6-in-1 Meats Company was founded in 2020 as a USDA Federally Inspected meat processing facility. 6-in-1 Meats works within the broad category of red meat including beef, pork, elk, lamb, and bison. The company prides itself on its quality and consistency of slaughtering, fabricating, processing, and packaging of all things meat while also putting food safety and consumer acceptance at the utmost importance. The company also holds a broad vision for the future to include product lines of further processed meats.

6-in-1 Meats is owned by a group of investors who have total authority over the company and business hereby recognized as “owner(s)”. 6-in-1 Meats has a Company/Plant Manager hired to manage all aspects of the business on a daily basis. Employees of 6-in-1 Meats will report directly to the Company/ Plant Manager of any inquiries including but not limited to all things addressed in the following handbook. The following document will hereby recognize 6-in-1 Meats Company as “we” and/or “Company”.

## **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 characteristic 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.

The Company 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 the Company, including manager and co-workers.

## **EMPLOYMENT RELATIONSHIP**

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 the Company,

with or without cause. 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. A two weeks notice of resignation by an employee is requested by the Company. The resigning employee will be able to continue to work during the two week notice with pay and remaining benefits.

The policies in this handbook should not be construed to constitute contractual obligations of any kind or a contract of employment between the Company and any employee. Only the owner(s) of the Company 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 the Company.

## **NO HARASSMENT POLICY**

It is the policy of the Company that all employees shall have the right to work in an environment free from any form of unlawful discrimination or harassment because of race, color, religion, sex, national origin, age, disability, genetic characteristic, military status, or any other characteristic protected by law. Therefore, it is the position of the Company that harassment of this type will not be tolerated. Such conduct will result in disciplinary action up to and including dismissal.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations or comments;
2. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
4. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
5. Retaliation for having reported or threatened to report harassment.

Any employee who believes he/she has experienced such conduct by anyone, including their manager, co-worker, visitor, or by persons doing business with or for this company must immediately report such conduct to either supervisory personnel. All incidents of prohibited harassment that are reported will be investigated. The individual(s) listed above will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including termination, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment. All aspects of the complaint-handling procedure will be handled discreetly and in confidence to the extent possible. Keep in mind that it may be necessary to include others on a need to know basis. No reprisals or retaliation against an employee reporting allegations of harassment or discrimination will be tolerated. The Company will take appropriate action against anyone who retaliates or seeks reprisals as a consequence of harassment/discrimination being reported or for providing information about the harassment or discrimination alleged.

## **COUNSELING PROCEDURES**

From time to time problems arise that are related to attendance, work performance, disruptive behavior, or other policy violation(s). The actual discipline taken for a violation will depend upon the severity and circumstance of the offense. The Company will consider the employee's counseling history, the repeated nature of the offense, the general nature of the offense, etc., when taking disciplinary action.

We believe it is important to make sure that all employees are treated fairly and that counseling actions are prompt, consistent, and impartial. The major purpose of a counseling action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. By using progressive counseling procedures, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Company.

When an employee violates any work, performance, or safety rule; the following steps will be taken;

1st Violation - Verbal Warning

2nd Violation - Written Warning

3rd Violation - Possible Termination

Depending on the nature of the conduct, severity of the offense, number of prior offenses, or the repeated nature of the particular conduct, some types of employee issues may justify either a suspension or termination of employment, without going through the usual progressive counseling steps and the Company reserves the right to skip one or more steps.

Some examples of the types of conduct that may result in more serious counseling or immediate discharge may include:

1. Malicious or willful destruction or damage to Company property, or to the property of a customer or another employee.
2. Theft of Company or personal property.
3. Supplying false or misleading information to the company, such as during the hiring to secure employment or during a workplace investigation; falsifying employment documents or records, including your or another employee's time records; or any other act of dishonesty.
4. Possession, use, or sale of alcoholic beverages or illegal drugs on company property, reporting for duty under the influence of alcohol or illegal drugs or refusal to undertake a drug screening when requested by the company.
5. Insubordination, including improper conduct toward management or refusal to perform tasks assigned by management.
6. Violation of health or safety rules and regulations.
7. Fighting, attempting to provoke a fight, or engaging in any manner of assault on company property.
8. Harassing, threatening, intimidating, or coercing a member of management or another employee.
9. Leaving work without notification or permission from management.
10. Repeated tardiness or attendance issues.

11. Repeated performance issues.

12. Retaliatory action taken against another employee for their involvement in a workplace investigation or other work related issue (both inside or outside of work);

13. Violation of the Company's Drug Free Workplace Policy.

14. Discriminatory action(s).

15. Substantial absences or tardiness.

16. Criminal activities.

17. Falsification of records.

18. Failure to report an accident, incident or injury.

## **NON-SOLICITATION**

In order to prevent interference with work and inconvenience to other employees, solicitation for any cause, or distribution of literature of any kind, during working time, is not permitted. In addition, an employee who is not on working time, such as an employee who is on lunch or on break, may not solicit an employee who is on working time for any cause or distribute literature of any kind to that person. Whether on working time or not, no employee may distribute literature of any kind in any working areas of Company premises without approval.

Persons not employed by the Company may not solicit or distribute literature at any time on company premises. This rule applies equally whether a solicitation or distribution is for charitable, civic, organizational or any other purpose.

## **Benefits**

### ***PAID TIME OFF***

#### ***Holidays Observed Paid***

The Company will observe seven paid holidays for all full time employees defined as working 40 hours per week and will be closed for business:

- New Years Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

#### ***Vacation Paid Time Off (PTO)***

The Company will offer full time employees defined as working 40 hours per week Paid Time Off (PTO). The amount of PTO will increase with years of service at the Company and days of PTO will be acquired on a monthly basis following the calendar year of January 1st - December 31st. Employees can take more PTO with approval from management than what they have earned with the agreement that they will not accrue anymore PTO until the debt is paid back to the company.

40 hours of PTO will be carried over in a calendar year. Any other accrued hours of PTO will be lost. There will be a max balance of PTO accrual of 15 days. Once 15 days (120 hours) of PTO is reached, employee will stop accruing time off.

#### **PTO Schedule**

Employee Length of Service	Vacation Days Accrued Each Month	Vacation Days Earned Each Year
0 to 3 year	.83 days/ month	10 days/ year
3 to 5 years	1 days/ month	12 days/ year
5+ years	1.25 days/month	15 days/ year

Requests for paid time off needs to be communicated to management at least one day prior to utilizing it and documented in the payroll application (gusto) correctly.

### ***Sick Leave***

Full time employees will receive 6 days of sick leave on a yearly basis. Sick leave is defined by the Company as paid time off from work in which employees can only utilize to address their personal health needs. Sick leave will be carried over between calendar years with a max of 60 days being accrued.

### ***Family Medical Leave Act***

Circumstances covered by the Family Medical Leave Act, such as the birth of a child, the adoption of a child or caring for a sick relative will not decrease your PTO.

### ***Bereavement Leave Policy***

If you are affected by a loss of a loved one, please talk to your manager. The Company will support employees during the bereavement process and can help you with any questions you may have about the bereavement leave policy.

#### ***Bereavement leave for an immediate family member***

At the discretion of the company, full-time employees may take up to two (2) days off with pay. The Company reserves the right to request verification of the need for bereavement leave.

#### ***Non-family member funeral leave***

At the discretion of the company, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member.  
The company reserves the right to request verification of the funeral.

## ***Health Insurance***

Employee health is important to the Company. The company provides health insurance to employees who work full time (30+ hours per week) employees. We provide individual members health insurance through a designated provider. The company will pay a total of \$350 towards the premium; the employee will need to cover by withholding on your paycheck.. If you wish to add other dependents the cost of those premiums will be taken from your paycheck.

## ***Workers' compensation***

We strive to keep our workplace safe, but accidents may happen occasionally. The Company has a workers compensation policy according to the guidelines of the state of North Dakota. Employees who are injured at work (by accident) can receive wage replacement, medical care and rehabilitation benefits according to workers' compensation laws, when appropriate. Please inform us of your injury as soon as possible. Ask the plant manager for forms that you need to file a claim or contact your state agency for workers' compensation.

## ***Simple IRA***

The Company has a Simple IRA plan through Northwestern Mutual company that employees after probation can initiate. The company offers a 3% match alongside an employee's deposit.

## ***New Hire Full Time Employee Benefit Eligibility***

Newly hired employees of 6 in 1 Meats will have eligibility for benefits after 90 days of employment. These benefits for full time employees including: PTO, Sick Leave, Bereavement Leave, Health Insurance, and Simple IRA.



