

MANAGER
SALT LAKE CITY PROCESSING & DISTRIBUTION CENTER



February 13, 2003

SUBJECT: Workroom Floor Policy

MEMORANDUM FOR: Managers
Supervisors
Salt Lake City P&DC
Salt Lake City ASF
Salt Lake City AMC

Effective with issuance of this letter, all supervisors are to hold stand-up talks in all pay locations and inform all employees that the following will not be allowed on the workroom floor.

1. No Food.
2. No Drinks.
3. No Personal radios except walkman type.
4. No lunch containers or other personal items.
5. No Personal cell phones.

Additionally, employees are expected to be ready for work when they ring on the clock with their personal items already stored in their lockers. The same applies to employees when they end tour. Wash-up time is just that, wash-up time only.

Thank you in advance for your cooperation.

A handwritten signature in cursive script that reads "Gus G. Chaus".

Gus G. Chaus
Manager, Processing & Distribution Center
Salt Lake City, UT