

DOUBLE E FOODS, LLC

Employee Handbook



Revised November, 2010

Double E Foods, LLC

Employee Handbook

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Welcoming Statement

As you begin your employment with Double E Foods, Inc. (Double E Foods), we would like to welcome you to our organization and invite you to read and become familiar with the contents of this employee handbook. We hope that you find it full of helpful and valuable information about the policies, procedures and opportunities available to guide and assist you in performing to the best of your abilities while developing your potential as one of our valued employees. Following your review of this handbook, we encourage you to give us your ideas and suggestions as we want your employment with Double E Foods to be enjoyable and successful.

At Double E Foods, we constantly strive to create an organization with a reputation for producing quality products. Your hard work and dedication is a big part of the success of our company. We value you as an employee. As a member of Double E Foods, you will be asked to provide your energy and drive to improve the company.

Our goal is to produce seafood products which exceed our customers' expectations. To do this, we need your dedication and commitment as a team member to work with us to achieve our goals.

Please read this handbook carefully and retain it for your future reference. Try to familiarize yourself with its contents as soon as possible as it will provide many answers for you regarding your employment with Double E Foods. This handbook may be updated from time to time. If, you do not understand any part of the handbook, please consult with your supervisor or the Payroll Administration Department.

We extend our best wishes to your success and well being as an employee of Double E Foods.

Sincerely,

Tab Goto
Managing Partner

Randy Patrick
General Manager



Double E Foods Locations

Corporate Headquarters

Double E Foods, LLC
801 S Fidalgo Street, Suite 100
Seattle, WA 98108

Yakutat Alaska

Yakutat Seafoods, LLC

Mailing Address:

PO Box 419
Yakutat, AK 99689

Kenai Alaska

Pacific Star Seafoods, Inc.
520 Bridge Access Road
Kenai, AK 99611

Mailing Address:

PO Box 190
Kenai, AK 99611

Egegik - Bristol Bay Alaska

Coffee Point Seafoods of Washington, LLC
1.5 Miles South of Big Creek
Egegik, AK 99579



Introduction

This handbook is designed as a guide to Double E Foods' philosophies, operational guidelines, and benefits. These guidelines will be updated periodically to reflect changing laws and personnel needs. You are advised to consult with your supervisor, plant/location office manager, or to contact the Payroll Administration Department if you have specific questions.

Should any changes to the content of this handbook occur, an additional signature from each employee may be required to indicate the receipt of the new policies. All policies, procedures and guidelines contained in this handbook have been established in the spirit of good faith and as an attempt to establish clarity regarding your employment with Double E Foods. **This handbook, however, is not to be considered a contract nor is the intent to supersede any individual employment contract.**

The policies, procedures and guidelines outlined in this handbook have been designed to serve as a guide to inform our employees about important facts relative to employment, and are subject to change at any time at the discretion of Double E Foods' Managing Partner or General Manager, with or without notice. Any such change shall be made in writing and approved and signed by the Managing Partner or General Manager.

Employment Policies and Practices

Employment At-Will

All employees, regardless of classification, are employed at-will. Employment at-will means that either the Company or the employee can terminate employment with or without cause, and with or without notice, for any reason or no reason. No company supervisor, manager, executive, or officer has the authority to enter into an oral or verbal employment agreement contrary to the general employment at-will policy. Any modification of an employee's at-will status must be in writing and signed both by the employee and by a Company officer or representative with authority to execute written contracts.

Americans With Disabilities Act

Double E Foods, in compliance with the Americans with Disabilities Act, does not discriminate in hiring, firing, compensation or any other term or condition of employment against qualified individuals with disabilities that substantially limit one or more major life activities. In addition, we do not use classifications or standards that tend to limit qualified individuals in employment opportunities. If you feel you have a condition that requires an accommodation to enable you to perform the essential functions of your job, or if you would like additional information about available accommodations, please contact the Payroll Administration Department.

Anti-Harassment

It is the policy of Double E Foods to promote a productive work environment free of any form of harassment. Harassment may include such things as:

- *Verbal harassment* (e.g., derogatory comments, jokes, slurs, abusive language)
- *Physical harassment* (e.g., unwanted physical contact, assault)
- *Visual harassment* (e.g., derogatory posters, cartoons, or drawings)



- *Sexual harassment* (e.g., an unwanted or unwelcome sexual advance that is verbal, physical, or creates an offensive or hostile working environment)

Interpretation by the receiver is the key to determining whether behavior may constitute harassment. What is harassment to one person may not be to another. Regardless of whether conduct constitutes harassment, sexually oriented language and behavior is inappropriate and counterproductive in the workplace and is discouraged in the strongest of terms.

Any comments or conduct relating to a person's race, religion, age, disability, or ethnic background, which fail to respect the dignity and feelings of another individual, are unacceptable. This policy extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend another individual.

Any behavior toward any employee by a manager, supervisor, or co-employee which constitutes an unwelcome sexual advance, request for sexual favors, or the display of derogatory posters, cartoons, or drawings, and other verbal or physical conduct of a sexual nature will be considered sexual harassment when:

- Submission to such conduct is made a condition of an individual's employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an uncomfortable or offensive work environment.

If you feel that you are a victim of any type of harassment by any supervisor, management official, other employee, customer, client, or any other person in connection with your employment at Double E Foods, you should bring the matter to the immediate attention of your supervisor. If you feel that such a discussion with your supervisor would be uncomfortable, you may directly contact the Payroll Administration Department.

Management will thoroughly and promptly investigate every reported incident of employee harassment. As much as practical, management will respect the confidences and sensitivities of all persons involved in the incident. Only persons with a "need to know" will be advised of the situation and its resolution. Where charges of employee harassment are substantiated, appropriate corrective action will be taken. Appropriate action may range from counseling to termination.

Those reporting instances of harassment will not be retaliated against. Retaliation by management, supervisors, or fellow employees against those filing a harassment complaint or anyone involved in the complaint will be subject to disciplinary action up to, and including, termination of the retaliating parties.

Workplace Violence Prevention

Double E Foods is committed to preventing workplace violence and to maintaining a safe work environment for all of its employees. With this goal in mind, Double E Foods has adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that occur during business hours on company premises.



All employees, including supervisors, seasonal and temporary employees, shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay”, or other conduct which may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer or anyone else at any time, including non-working hours, will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a supervisor, manager or the company Payroll Administration Department. If the complaint involves a supervisor or manager, the incident should be reported to a senior manager in the company’s Seattle office. Every reasonable attempt will be made to protect confidentiality.

When reporting a threat of violence, you should be as specific and detailed as possible regarding the facts. Double E Foods will promptly and thoroughly investigate all reports of threats of (or actual) violence. In order to maintain workplace safety and the integrity of the investigation, Double E Foods may suspend employees, with or without pay, pending completion of the investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Equal Employment Opportunity

Double E Foods is committed to providing equal employment opportunity and reaffirms its dedication that there shall be no discrimination, including harassment, against applicants or employees because of race, creed, color, religion, sex, national origin, marital status, sexual orientation, age in accordance with applicable law, physical or mental disability unrelated to the ability to perform a job, or status as a disabled veteran or veteran of the Vietnam Era. Double E Foods will continue to take all personnel actions, including recruitment, hiring, promotions, transfers, provision of benefits, discipline, including demotion and terminations, layoffs, recalls from layoffs, compensation and selection for training, in a non-discriminatory manner in accordance with applicable federal, state, and/or local laws.

Double E Foods requires all employees to comply with this policy and to make every effort to ensure that each employee is afforded equal opportunity in all terms and conditions of employment. Employees are encouraged to exercise the open door policy if they have any concerns.

Hiring of Relatives

Each person will be considered for employment based on his/her individual merits. For the purpose of business necessity, however, the hiring of a spouse and/or other relative will be limited when the following conditions exist:

- When one would have authority or practical power to supervise, appoint, audit, remove, or discipline the other.
- Where circumstances exist which would place the spouse/relative in a situation of actual or reasonably foreseeable conflict between the Company's interest and his or her own.
- Where, in order to avoid the reality or appearance of improper influence or favor, or to protect its confidentiality, the Company must limit the employment of close relatives of policy level officers of customers, competitors, regulatory agencies, or others with whom the Company deals.



Exceptions may be granted for such factors as the seasonal nature of the business and the remote locations within which we sometimes operate. The approval of senior management will be required for any variance from this policy.

Keeping Us Informed

If there is any change of your name, home address, telephone number, emergency contact or insurance beneficiary, please inform the Payroll Administration Department.

You must also inform the Payroll Administration Department within 30 days of a new marriage, a divorce, or the birth of a child. Accurate records are important to insure that your benefits are in order and in case of an emergency.

Additionally, if your marital status, number of dependents, etc. change and will affect payroll deductions or tax status, please inform the Payroll Department.

Monitoring and Inspections

In order to protect Double E Foods' property and premises, and to protect the safety and security of our employees and customers, it may be necessary for the company to take certain actions, including, but not necessarily limited to:

- Inspecting employee's work area, electronic mail, or desk
- Inspecting and searching employee's personal belongings
- Maintaining video and telephonic surveillance of employees
- Inspecting the personal property of other persons entering or leaving company premises; or
- Inspecting any personal property present, brought on, found, or maintained on company premises.

Personal property, as referenced above includes, but is not limited to, purses, packages, briefcases, the contents of an employee's pockets and automobiles parked on company property.

Employees are expected to cooperate in company inspections or monitoring as a condition of employment.

New Hire Requirements

As part of our new hire procedures, Double E Foods requires every new employee to submit a social security card or receipt of application within 3 days of hire. This is separate from Federal I-9 requirements. Failure to produce the document may result in disciplinary action up to and including termination of employment.

Open Door Policy

Our management is committed to making Double E Foods a good place to work for every individual. However, as with any organization, problems or differences of opinion over work matters may occasionally arise. The first person to approach for resolving any problems that arise in connection with your work or work environment is your supervisor.



If a discussion with your supervisor fails to resolve the problem, you may request a review of the problem by the appropriate department manager. If the situation remains unresolved after the first two reviews and you continue to be dissatisfied, you may request a meeting with the Payroll Administration Department.

Although we believe that there will only be rare occasions for you to bypass your supervisor, we want you to know that senior level management is always available to discuss your concerns. Our intent in maintaining this "open door" policy is to ensure that everyone has an opportunity to get problems resolved quickly and fairly.

Additionally, any questions regarding personnel policies may be directed to your supervisor or the Payroll Administration Department.

Personnel Files

Double E Foods treats personal information in a confidential, secure manner. Personal employee information contained in the files is accessible only to the employee and authorized individuals with a business need to know.

You are entitled, at reasonable times and intervals, to review your own personnel file. Upon request, you may receive photocopies of documents you have signed or had the opportunity to sign. Under no circumstances is any employee to remove any information from their personnel file.

Promotions and Job Postings

It is Double E Foods' policy to promote from within whenever practical. This provides an opportunity for individuals of merit, with a record of excellent performance, to assume increased or new responsibilities.

When a position becomes available, Double E Foods will generally post an "Open Position" notice in a plant's public area. However, promotion of individuals to positions of increased responsibility within the same department may not always be preceded by a job posting. There may be some situations when a job may not be posted such as transfers within a department, etc. Under special circumstances some management level positions may not always be posted. If you are interested in moving into a particular position, even if it is not currently available, please feel free to share this interest with your supervisor and/or appropriate department manager.

Religious Observance

Due to the short and intense seasonal nature of our business, each employee may be required to work every day during the season. Please discuss your individual needs with your supervisor or the Payroll Administration Department.

The Work Environment

Alcohol and Drugs in the Workplace

Double E Foods has a vital interest in maintaining a safe, healthful and productive work environment for its employees. Double E Foods strives to provide a work environment where its employees are free from the effects of drugs, alcohol, or other substances which may impair job performance. Being under the



influence of drugs or alcohol on the job poses serious safety and health risks to the user as well as to all individuals who work with the user.

Employees who believe that their use of medically authorized prescription drugs may impair their ability to perform their job should inform their immediate supervisor. Double E Foods has the right to require written medical authorization from a licensed health care provider to substantiate that the prescription will not interfere with the employee's ability to perform their job duties.

In accordance with this policy, employees who report for work under the influence of alcohol or any illegal drug are subject to immediate disciplinary action, up to and including termination of employment. If you use, or are found in possession of, any substance which could impair your job performance or pose a hazard to your safety and welfare, the public or other employees, you may also be subject to immediate disciplinary action. The sale of any such items on company property or during work time is strictly prohibited and will result in immediate termination and possible prosecution. For the purposes of this policy, "work time" includes lunch and rest periods.

If you are reasonably suspected of being under the influence of alcohol or drugs, you may be asked to submit to testing, including urinalysis and/or a blood screen. If you refuse to submit to this testing, you may be subject to immediate suspension or discharge for cause. Any accident involving property damage or personal injury on the job may result in testing for drugs and/or alcohol.

Double E Foods reserves the right to inspect and/or search all company property, as well as any of your personal property on company premises, for illegal substances which may impair job performance. Refusal to submit to any such action or refusal to cooperate in any investigation may subject you to disciplinary action up to and including immediate suspension or termination.

Attendance & Tardiness

A good attendance record and punctuality contributes to your success at Double E Foods and is taken into consideration by your supervisor when assessing your performance.

We realize that sometimes absence may be unavoidable due to illness or injury. If this occurs, contact your supervisor as soon as possible, but no later than one hour before you are required to report for work. If you are physically unable to make the call, please have someone call for you.

Supervisors may request a doctor's written statement for any absence due to illness or injury. Failure to provide such documentation may result in loss of pay. Any tardiness or absence, unless covered by paid time off, will result in a payroll reduction for hourly (non-exempt) employees. Unless covered by paid time off, salaried (exempt) employees will also receive a payroll reduction for the time they are absent. Repeated tardiness or excessive absences may be considered misconduct and result in discipline, up to and including possible termination of employment.

Paid Time Off

It is not company policy to allow compensatory time to salaried employees. However special dispensation might be allowed in the case of Alaskan employees or others who are required to work weekends or long hours during the busy season. These arrangements must be entered on the timesheet & signed off by your supervisor.

For Non-Seasonal Employees: Each employee accrues 15 days off each year. The 15 days you accrue in time off can be used at your discretion, subject to supervisor approval, for vacation time, sick time, personal time, etc.



After your first 6 months working at Double E Foods, you will be credited 7.5 days, and thereafter you will add accrued time each pay period. Time off is accrued at a rate of approximately 4.5 hours every pay period for fulltime employees, proportionately for part time employees.

Employees who are absent for more than 15 days in a calendar year will not be paid for those excess absence days.

Unused Paid Time Off may be accumulated for later use. However the maximum carry-forward at the end of December each year is 40 hours. Any hours beyond the allowable carry-forward will be forfeited at December 31 each year. Hours carried forward from the previous year that have not been used by June 30 of the current year will be forfeited. You may obtain your personal Paid Time Off balance from the payroll department upon request.

Cell Phones

Employees are discouraged from using cell phones or any other hand held device, pagers, digital assistants, laptops, or any other electronic telecommunication devices while operating a vehicle (personal or company owned) on company business. Employees should use the above mentioned devices when their vehicles are off the road and parked.

Personal cell phones must be turned off during works hours; they may be used during breaks and mealtimes.

By accepting a company owned cellular telephone or utilizing a personally owned cellular telephone on company business, the employee consents to the company's right to conduct monitoring through appropriate means including, but not limited to, vehicular surveillance, monitoring of telephonic conversations, and auditing of records reflecting use of cellular telephones during the employee's normal working hours.

E-mail, Internet, Software Policy

Double E Foods provides Internet, e-mail and computer access to many of its employees for business reasons and uses. Employees have a responsibility to use Internet and e-mail access in a manner which reflects positively on the company. Improper usage of company electronic property may result in disciplinary action, up to and including termination of employment.

Transmitting, receiving, creating or storing communications, publications or photographs that are discriminatory, harassing in nature, X-rated, profane, or obscene are prohibited. No messages with derogatory or inflammatory remarks about age, race, disability, religion, national origin, physical attributes, or sexual preferences are permitted. Double E Foods prohibits harassment of any type and these limitations are in furtherance of this policy. To protect the safety and security of our employees it may be necessary for the company to take certain actions of monitoring, inspecting, and searching employee's work area, electronic mail, desk and/or personal belongings.

Company e-mail is not to be used for personal gain or to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

E-mail, Internet access, computer software, electronic equipment, files and documents created using company software programs and equipment are considered company-owned property. The company



reserves the right to monitor all Internet use as well as access all messages and files created on the company's computer equipment, photocopier or other property. Employees should not assume electronic communications are private and should not send highly confidential information over them.

Software installed on the Company's computers is subject to copyright and licensing agreements and as a result, copying, distributing, and installing it are not authorized without approval of senior management. While the Internet provides access to many sources of software, to prevent viruses from being transmitted through Double E Foods email/internet system, no unauthorized downloading of software is allowed.

Employee Status

The following terms describe employee statuses at Double E Foods:

Exempt: Employees employed in positions that are not eligible for overtime compensation according to the law.

Non-exempt: Employees employed in positions that are eligible for overtime compensation according to the law.

Full-time: Employees regularly assigned to work a schedule of over thirty (30) hours per week.

Part-time: Employees regularly assigned to work thirty (30) or less hours per week. These employees are ineligible for participation in the insurance benefits but are allowed to participate in the 401(k).

Regular: Employees employed to work on an ongoing basis for an indefinite length of time. These are employees who are expected to report for work on a year-round (12 month) basis.

Seasonal: Employees employed to work for specified season. In most cases, seasonal employees are ineligible for participation in the benefits program.

Temporary: Employees employed for a specific period of time of short duration, generally six (6) months or less. In most cases, temporary employees are ineligible for participation in the benefits program.

Firearms/Explosives

The possession of firearms, fireworks, explosives, or weapons of any kind and replicas or facsimiles thereof is prohibited on company property, as they pose a substantial danger to the safety of all employees.

Non-Solicitation

In order to prevent disruption of the workplace, non-employees are not allowed to come upon company premises at any time for the purpose of any form of solicitation or distribution of literature. Individuals from organizations representing outside interests may not conduct their business on company premises, including company buildings and parking lots. If you see such activity, notify your supervisor immediately.



As an employee, you may not distribute or post any form of literature or other materials, except in the lunch/coffee room, without the approval of your location manager or the Payroll Administration Department. This distribution is limited to bona fide charitable events or causes.

Personal Appearance

Good grooming and personal hygiene are expected of all Double E Foods employees. Employees with a neat, clean appearance reflect positively on our company. Employees are expected to wear clothing appropriate to both their position and job duties. Your supervisor has discretion to determine what clothing is appropriate and may ask you to change any inappropriate piece of clothing. Therefore, when in doubt, ask your supervisor.

Although some locations have designated casual days for office employees, your appearance at all times should meet our customers' and suppliers' expectations of professional standards.

Smoking in the Workplace

It is the policy of Double E Foods to comply with all applicable federal, state and local laws and regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well being of our employees. There continues to be mounting evidence that smoking is not only harmful to your health, but is also unhealthy for non-smokers around you. Therefore, there will be a total ban on smoking inside any company owned or leased building including:

- All bunkhouses, offices, hallways, storage areas, lunchrooms, meeting rooms, and
- All community or common areas.

This policy applies to all employees, clients, contractors, and visitors.

Smoking is permitted outside the building in designated areas and only during your break or lunch periods.

Personal Property

Employees' personal property is the sole responsibility of the employee, and in no event shall Double E Foods be responsible for any loss or damage of personal property, whether by theft or otherwise. As such, employees are advised not to bring valuables or large sums of money to the work site.

Use of Company Property

Company property, such as telephones, copy machines, and postage meters, is intended to serve company-related purposes. When using company property, employees are expected to exercise reasonable care, perform any required maintenance and follow all operating instructions, safety standards and guidelines. We reserve the right to monitor the use of company property from time to time.

Vehicles - The use of company-owned vehicles is limited to authorized employees with valid driver's licenses and good driving records. No personal use of company vehicles is allowed.

If you use your own vehicle for company business, please be sure to complete an expense report form so that you can be reimbursed for any mileage you put on your personal vehicle. The current IRS standard rate will be used for mileage reimbursement. In the event of an



accident while in your personal vehicle on company business, you or your insurance company are responsible for coverage of your vehicle.

Credit Cards - Employees who use company credit cards are required to forward all credit card slips to their accounts payable department on a regular basis. You should indicate the location to be charged on each slip, especially if you are making purchases for more than one location. If you use your company credit card to purchase meals or beverages, please note the names of the individuals present. The Internal Revenue Service also requires that the business purpose of meals or entertainment be indicated on each charge slip. *Using Credit cards for cash advances or for personal purchases can subject you to disciplinary action that may include termination.*

Cell Phones/Pagers - Certain employees may be provided with a company pager or cell phone. Personal phone calls and pages should be kept to a minimum. We reserve the right to monitor use of such equipment and to audit any and all charges.

When You Leave

We request that you submit a written notice of your resignation and estimated last day of work as far in advance as possible.

All keys, phones, computers, uniforms, credit cards, cell phones and other company property must be returned on or before your last day of work.

Payroll Information

Breaks: Coffee and meal breaks are provided throughout the work day in accordance with state laws. During the work day, meal breaks will consist of breakfast, lunch, dinner and a midnight meal. Two (2) breaks are provided during each full-length shift. These breaks will last for ten minutes each. Lunch breaks vary in duration depending on the department where you work. Breaks and lunches are often staggered so not all employees are gone from the work area at the same time. Please check with your supervisor as to when your breaks and lunch are scheduled.

Overtime: Overtime will be calculated as required by law in your state. Overtime hours are paid at one and one half times your regular rate per hour worked. Your supervisor must approve all overtime in advance. You must report all of your hours worked.

Payroll Advances: Advances are not allowed except in emergency situations and will be considered on an individual basis by your supervisor.

Payroll Schedule: Payroll schedules will vary by plant/location. Please check with your supervisor with questions regarding the pay schedule.

Time Recording: Federal and state laws require us to keep accurate records of the time worked by all employees who are covered by wage and hour regulations. Your time sheet or time card is that record and should reflect all the time in which any work is done. It is your responsibility to honestly and accurately record time worked and leave taken, and submit this record to



your supervisor for signature at the end of each pay period. No one else may record your time for you. Falsification of time cards may result in disciplinary action up to and including termination of employment.

Work Schedules:

Due to the nature of the business, schedules can vary greatly from job to job. Please speak to your manager/supervisor regarding your normal working hours.

SPECIAL NOTE:

A break or lunch period is not intended to be used to make up time missed from regular working hours, overtime, or to satisfy your work hours so that you can leave earlier than is scheduled. Meal periods and breaks must be taken.

Employee Benefits

Workers' Compensation

Double E Foods employees in all locations are covered by workers' compensation insurance for injuries and illnesses arising during the course of employment. Workers' compensation benefits provide coverage for accident-related medical bills and partial payment for loss of earnings. Time-loss compensation is paid only when authorized by a physician.

Each employee must immediately report any work-related accidents or illnesses to his/her supervisor and an accident form should be completed as soon as practical. Your supervisor will provide you with the proper form.

It is our philosophy to bring back injured employees in an alternate/light duty capacity when at all possible.

Employee Dependent Benefits

Any Employee Dependent medical benefits paid by or supplemented by Double E will be terminated when the dependent reaches his/her 19th birthday.

Family and Medical Leave

The federal Family and Medical Leave Act provides up to twelve (12) work weeks of unpaid leave per twelve (12) month period for eligible employees in the following situations:

- Upon the birth of the employee's child;
- Upon the placement of a child with the employee for adoption or foster care; or
- To care for a child, spouse, or parent with a serious health condition, or because of the employee's own serious health condition.

To qualify, you must have worked a minimum of 1,250 hours for Double E Foods during the year before the leave begins.

It is your responsibility to provide at least thirty (30) days notice if the leave is foreseeable.



The twelve (12) month period is measured from the first date any family or medical leave is taken. For example, if six (6) work weeks of family or medical leave is taken for the birth of a child, the twelve (12) month period begins to run on the first date of such leave, and an employee will only have another six (6) work weeks of available leave time for the remainder of that twelve month period.

If sick leave or vacation leave is available, you must use this paid leave time at the same time you use the twelve (12) weeks of qualifying family leave. For example, if you take twelve (12) weeks of qualified family or medical leave, and you have two (2) weeks of vacation time available, you are required to use your available vacation leave, but the family or medical leave period will not be extended beyond the total available of twelve (12) weeks

The company may require you to provide medical opinions and/or certifications to prove that a leave is necessary. It is also your responsibility to complete a leave agreement to record the specifics of your leave, including dates, amended work schedules (if applicable), and your rights and benefits.

In most cases, while on leave you are required to report to your supervisor on a weekly basis to advise him or her of your leave status and your intention to return to work.

If you were receiving health benefits prior to your family leave, Double E Foods will continue to provide the same level of health benefits while you are on family leave. In the event you do not return to work, Double E Foods is entitled to recover benefit premiums paid for the leave period. Upon your return to work, you will be returned to your prior position or, if it was necessary to fill that position with a permanent replacement, every effort will be made to place you in an equivalent job with pay, benefits, responsibility, and authority corresponding with pre-leave levels.

During family leave, employees do not lose their status of continuous years of service, but additional credit for service will not accrue during any unpaid leave period. Salary payments will not be made during the leave unless vacation or sick leave is taken in conjunction with such leave. Employees on family or medical leave will not be compensated for paid holidays.

Please be aware that different states provide varying levels of leave that may differ from those available under federal law (which are outlined above). State family leave laws may also have different qualifying requirements and benefits. Please contact the Payroll Administration Department if you have specific questions.

Standards of Conduct

Conflict of Interest

A conflict of interest is broadly defined to include any situation in which an employee is engaged in two or more activities or relationships that, to some degree, are mutually incompatible. These situations could include involvement or investment in outside interests that could conflict with your duty to Double E Foods, or could adversely affect your judgment or job performance.

The appearance of a conflict of interest often can be as detrimental as the conflict itself. If you are unsure whether an activity would be a conflict of interest, contact your location manager.

Employees working in secondary jobs outside of Double E Foods must be certain such employment does not conflict with their current position. Double E Foods requests that employees notify their supervisors in



writing of their intent to accept a secondary job. We reserve the right to deny secondary conflicting employment.

When a conflict of interest exists or is suspected, you have a responsibility to disclose information to your department manager that otherwise might be considered proprietary.

Confidential Information

From time to time you may come into possession of confidential information concerning Double E Foods or its affiliates. Such confidential information includes, but is not limited to: production records, price lists, lists of customers and suppliers, or any information concerning fishing fleet accounts. Confidential information could also include financial, banking, ownership information, or any other information concerning the methods, process, or manner of carrying on our business, which could be utilized by a competitor to the company's disadvantage.

It is your responsibility to protect the confidentiality of such information. You must not, except in the ordinary course of your duties, use in any way, divulge, or otherwise reveal either during or after your employment, any knowledge or information concerning confidential information. Information about Double E Foods' business operations is a valuable company asset, and we exercise great care to ensure that such information is safe, private, and accessible only to authorized users.

Employees may be asked to sign a confidentiality agreement and/or a non-disclosure/non-competition agreement in order to protect Double E Foods' trade secrets. Any employee who divulges confidential information outside the normal course of their duties may be subject to disciplinary action up to and including termination.

Gifts, Payments, & Preferential Treatment

Double E Foods' policy does not allow employees to accept gifts, monetary gratuities, or hospitality, which may influence the business judgment of an employee. Occasional holiday gifts or entertainment are allowed under this policy. If you receive gifts, gratuities, or samples with a monetary value of \$50 or more, however, you must report them to your manager.

In keeping with this concept of corporate integrity and responsibility, Double E Foods employees are prohibited from offering, giving, soliciting, or accepting bribes, kickbacks, extraordinary commissions, or other devices for the purchase of favored treatment or reward of favored treatment by other businesses or individuals.

Work Rules

Whenever people gather together to achieve common goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. We expect our employees to act in a responsible manner at all times. However, to avoid possible confusion, some of the more obvious unacceptable activities are noted below. Although all employees at Double E Foods maintain an "at will" employment status, failure to comply with these standards of conduct will likely result in disciplinary action up to and including termination. This listing is intended to be a guide and is not intended to be all-inclusive. Employees may also be disciplined or terminated for types of misconduct not included in this list.

- Sexual, verbal, physical, or any type of harassment.
- Theft, misuse, or misappropriation of funds or property of Double E Foods or fellow employees.



- Deliberate destruction of property.
- Threatening the lives or personal safety of other employees.
- Falsifying records.
- Willfully revealing confidential information, including salary information of other employees.
- Making malicious, false, or derogatory statements that may damage the integrity or reputation of Double E Foods or its employees.
- Reporting to, or being on the job, under the influence of alcohol or illegal drugs. (Medication must be prescribed by a qualified doctor.)
- Possessing, selling, or distributing drugs, or drug paraphernalia on company property.
- Selling or distributing alcohol to minors on company property.



APPENDIX A

Acknowledgement of Receipt of Handbook

I, (print name) _____, hereby acknowledge that I have received a copy of Double E Foods' Employee Handbook, which provides guidelines on the policies, procedures, and programs affecting my employment with this organization. I understand that Double E Foods can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in this handbook as circumstances or situations warrant.

I also understand that any changes made by Double E Foods with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in this handbook. I accept responsibility for familiarizing myself with the information in this handbook and will seek verification or clarification of its terms or guidance where necessary.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document and nothing in the handbook creates an expressed or implied contract of employment. I understand that I should consult my supervisor or a representative of the Payroll Administration Department if I have any questions that are not answered in this handbook.

Employee Signature: _____ Date: _____

Authorized Company Signature: _____



APPENDIX B

Acknowledgement of At-Will Status

I, (print name) _____, acknowledge that my employment with Double E Foods is an “at-will” relationship that has no specific duration. This means that I can resign my employment at any time, with or without reason or advance notice, and that Double E Foods has the right to terminate my employment at any time, with or without reason or advance notice.

I also acknowledge that no officer, supervisor, or employee of Double E Foods, other than the General Manager, has the authority to promise or agree to any substantive terms or conditions of employment different from those stated in the written guidelines and policies contained in the Employee handbook I received from Double E Foods. I also understand that any different employment agreement or arrangement entered into by the General Manager must be clearly stated in writing and signed.

Furthermore, I acknowledge that the Employee handbook I received from Double E Foods is neither a contract of employment nor a legal document and nothing in the handbook creates an expressed or implied contract of employment. I understand that I should consult my supervisor or a representative of the Payroll Administration Department if I have any questions that are not answered in this handbook.

Employee Signature: _____ Date: _____

Authorized Company Signature: _____



APPENDIX C

Acknowledgement of Receipt and Understanding of Double E Foods' Drug & Alcohol, Anti-Harassment, and Workplace Violence Prevention Policies

I, (print name) _____, acknowledge that I have received, read, and understand Double E Foods' drug & alcohol, anti-harassment, and workplace violence prevention policies. I have familiarized myself with the policies and I understand and agree that it is a condition of my employment to abide by these policies.

Employee Signature: _____ Date: _____

Authorized Company Signature: _____

