OMB Approval: 1205-0466
Expiration Date: 8/31/2022

H-2A Agricultural Clearance Order
Form ETA-790A
U.S. Department of Labor

A. Job Offer Information

1. Job Title * Apple Packing Laborers

2. Workers Needed *	a. Total	b. H-2A	Period of Intended Employment	
	30	16	3. Begin Date * 8/29/2022	4. End Date * 4/15/2023

5. Will this job generally require the worker to be on-call 24 hours a day and 7 days a week? * If "Yes", proceed to question 8. If "No", complete questions 6 and 7 below. ☐ Yes ☑ No

6. Anticipated days and hours of work per week *

40	**a. Total Hours**	7	c. Monday	7	e. Wednesday	7	g. Friday
0	b. Sunday	7	d. Tuesday	7	f. Thursday	5	h. Saturday

7. Hourly work schedule *
a. 7 : 00 ☑ AM ☐ PM
b. 3 : 00 ☐ AM ☑ PM

Temporary Agricultural Services and Wage Offer Information

8a. Job Duties - Description of the specific services or labor to be performed. *
(Please begin response on this form and use Addendum C if additional space is needed.)
See Addendum C

8b. Wage Offer *	8c. Per *	8d. Piece Rate Offer §	8e. Piece Rate Units/Special Pay Information §
$ 15.37	☑ HOUR ☐ MONTH	$	

9. Is a completed **Addendum A** providing additional information on the crops or agricultural activities and wage offers attached to this job offer? * ☐ Yes ☑ No

10. Frequency of Pay. * ☑ Weekly ☐ Biweekly ☐ Monthly ☐ Other (specify): N/A

11. State all deduction(s) from pay and, if known, the amount(s). *
(Please begin response on this form and use Addendum C if additional space is needed.)
FICA taxes if required,
Federal, state and local income tax if required,
Other deductions expressly authorized or required by state or federal law,
Other deductions worker authorizes in writing.

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B. Minimum Job Qualifications/Requirements

1. Education: minimum U.S. diploma/degree required. *
☑ None ☐ High School/GED ☐ Associate's ☐ Bachelor's ☐ Master's or Higher ☐ Other degree (JD, MD, etc.)

2. Work Experience: number of months required. *	2	3. Training: number of months required. *	0

4. Basic Job Requirements (check all that apply) *

- ☐ a. Certification/license requirements
- ☐ b. Driver requirements
- ☐ c. Criminal background check
- ☑ d. Drug screen
- ☑ e. Lifting requirement 75 lbs.
- ☐ g. Exposure to extreme temperatures
- ☑ h. Extensive pushing or pulling
- ☐ i. Extensive sitting or walking
- ☑ j. Frequent stooping or bending over
- ☑ k. Repetitive movements

5a. Supervision: does this position supervise the work of other employees? *	☐ Yes ☑ No	5b. If "Yes" to question 5a, enter the number of employees worker will supervise. §	

6. Additional Information Regarding Job Qualifications/Requirements.
*(Please begin response on this form and use Addendum C if additional space is needed. If no additional skills or requirements, enter "**NONE**" below)* *
2 verifiable months commercial vegetable or fruit packing experience required. Applicants must furnish job references from employers of the last 5 years establishing acceptable prior experience. Drug screen not required pre-hire, see work rule #5 for additional information regarding post-hire drug screening.

C. Place of Employment Information

1. Address/Location *
4110 10 Mile Rd

2. City *	3. State *	4. Postal Code *	5. County *
Sparta	Michigan	49345	Kent

6. Additional Place of Employment Information *(If no additional information, enter "**NONE**" below)* *
NONE

7. Is a completed **Addendum B** providing additional information on the places of employment and/or agricultural businesses who will employ workers, or to whom the employer will be providing workers, attached to this job order? * ☑ Yes ☐ No

D. Housing Information

1. Housing Address/Location *
9140 Kenowa Ave

2. City *	3. State *	4. Postal Code *	5. County *
Sparta	Michigan	49345	Kent

6. Type of Housing *	7. Total Units *	8. Total Occupancy *
Stick built	8	48

9. Housing complies or will comply with the following applicable standards: * ☑ Local ☑ State ☑ Federal

10. Additional Housing Information. *(If no additional information, enter "**NONE**" below)* *
NONE

11. Is a completed **Addendum B** providing additional information on housing that will be provided to workers attached to this job order? * ☑ Yes ☐ No

E. Provision of Meals

1. Describe how the employer will provide each worker with 3 meals a day or furnish free and convenient cooking and kitchen facilities. * *(Please begin response on this form and use Addendum C if additional space is needed.)*

Employer furnishes cooking facilities, utilities and utensils at no cost to worker occupying Employer provided housing. Worker purchases food and prepares meals. Employer offers no cost transportation to worker at least once a week to stores for food and other items.

2. If meals are provided, the employer: *

- ☑ **WILL NOT** charge workers for such meals.
- ☐ **WILL** charge workers for such meals at $ _____ . ____ per day per worker.

F. Transportation and Daily Subsistence

1. Describe the terms and arrangement for daily transportation the employer will provide to workers. *
(Please begin response on this form and use Addendum C if additional space is needed.)

For workers eligible for housing benefit, Employer agrees to provide transportation between housing provided or secured by the employer and the employer's worksite(s) and no cost to the worker.

2. Describe the terms and arrangements for providing workers with transportation (a) to the place of employment (i.e., inbound) and (b) from the place of employment (i.e., outbound). *
(Please begin response on this form and use Addendum C if additional space is needed.)

See Addendum C

3. During the travel described in Item 2, the employer will pay for or reimburse daily meals by providing each worker *

a. no less than	$ 14 . 00	per day *
b. no more than	$ 59 . 00	per day with receipts

G. Referral and Hiring Instructions

1. Explain how prospective applicants may be considered for employment under this job order, including verifiable contact information for the employer, or the employer's authorized hiring representative, methods of contact, and the days and hours applicants will be considered for the job opportunity. *
(Please begin response on this form and use Addendum C if additional space is needed.)

Employer accepts referrals from any source. Candidates are encouraged to register at nearest employment office (i.e. Michigan Works!), to receive terms and conditions of employment.
Applicants should apply for job opportunity at nearest SWA office. (20 CFR 655.152(j)). SWA advises applicants of material terms and conditions of employment, and only refers applicants for employment if applicant confirms he or she is qualified, able, willing, and available for employment. (20 CFR 655.155). SWA refers applicants to employer, via email at kvargas@joeraschorchards.com
Candidates may call employer at 616-887-1457, for interview during hours listed below. Employer makes hiring decision upon verification of employment qualifications.
Interview Hours:
Monday-Thursday 8:00 AM 1:30 PM

Employer will not employ undocumented or fraudulently documented workers. Upon hiring and by end of third work day, workers must present original document(s) to establish identity and employment eligibility required by INA to continue employment.
Employer is enrolled in E-Verify and will verify employment eligibility of all employees after hire.
Candidates should check with Employer one week prior to contract start date to confirm no changes to job opportunity. Candidates referred by employment office (i.e. Michigan Works!) should check with employment office 9 days and no later than 5 days prior to date of need to preserve rights under 20CFR653.501(d)(4).
Employer is equal opportunity employer and agrees to comply with assurance at 20 CFR 655.135
Employer will notify Local Office or State agency if employment terms and conditions change due to factors including crop, weather, or recruitment conditions. Work Agreement terms may be changed upon posted notice to workers and ETA Regional Administrator approval.

2. Telephone Number to Apply *	3. Email Address to Apply *
+1 (616) 887-1457	KVARGAS@JOERASCHORCHARDS.COM
4. Website address (URL) to Apply *	
n/a	

H. Additional Material Terms and Conditions of the Job Offer

1. Is a completed **Addendum C** providing additional information about the material terms, conditions, and benefits (monetary and non-monetary) that will be provided by the employer attached to this job order? *	☑ Yes ☐ No

I. Conditions of Employment and Assurances for H-2A Agricultural Clearance Orders

By virtue of my signature below, I **HEREBY CERTIFY** my knowledge of and compliance with applicable Federal, State, and local employment-related laws and regulations, including employment-related health and safety laws, and certify the following conditions of employment:

1. **JOB OPPORTUNITY**: Employer assures that the job opportunity identified in this clearance order (hereinafter also referred to as the "job order") is a full-time temporary position being placed with the SWA in connection with an H-2A *Application for Temporary Employment Certification* for H-2A workers and this clearance order satisfies the requirements for agricultural clearance orders in 20 CFR 653, subpart F and the requirements set forth in 20 CFR 655.122. This job opportunity offers U.S. workers no less than the same benefits, wages, and working conditions that the employer is offering, intends to offer, or will provide to H-2A workers and complies with the requirements at 20 CFR 655, Subpart B. The job opportunity is open to any qualified U.S. worker regardless of race, color, national origin, age, sex, religion, handicap, or citizenship.

2. **NO STRIKE, LOCKOUT, OR WORK STOPPAGE**: Employer assures that this job opportunity, including all worksites for which the employer is requesting H-2A labor certification does not currently have workers on strike or being locked out in the course of a labor dispute. 20 CFR 655.135(b).

3. **HOUSING FOR WORKERS**: Employer agrees to provide for or secure housing for H-2A workers and those workers in corresponding employment who are not reasonably able to return to their residence at the end of the work day. That housing complies with the applicable local, State, or Federal standards and is sufficient to house the specified number of workers requested through the clearance system. The employer will provide the housing without charge to the worker. Any charges for rental housing will be paid directly by the employer to the owner or operator of the housing. If public accommodations are provided to workers, the employer agrees to pay all housing-related charges directly to the housing's management. The employer agrees that charges in the form of deposits for bedding or other similar incidentals related to housing (e.g., utilities) must not be levied upon workers. However, the employer may require workers to reimburse them for damage caused to housing by the individual worker(s) found to have been responsible for damage which is not the result of normal wear and tear related to habitation. When it is the prevailing practice in the area of intended employment and the occupation to provide family housing, the employer agrees to provide family housing at no cost to workers with families who request it. 20 CFR 655.122(d), 653.501(c)(3)(vi).

   Request for Conditional Access to Intrastate or Interstate Clearance System: Employer assures that the housing disclosed on this clearance order will be in full compliance with all applicable local, State, or Federal standards at least 20 calendar days before the housing is to be occupied. 20 CFR 653.502(a)(3). The Certifying Officer will not certify the application until the housing has been inspected and approved.

4. **WORKERS' COMPENSATION COVERAGE**: Employer agrees to provide workers' compensation insurance coverage in compliance with State law covering injury and disease arising out of and in the course of the worker's employment. If the type of employment for which the certification is sought is not covered by or is exempt from the State's workers' compensation law, the employer agrees to provide, at no cost to the worker, insurance covering injury and disease arising out of and in the course of the worker's employment that will provide benefits at least equal to those provided under the State workers' compensation law for other comparable employment. 20 CFR 655.122(e).

5. **EMPLOYER-PROVIDED TOOLS AND EQUIPMENT**: Employer agrees to provide to the worker, without charge or deposit charge, all tools, supplies, and equipment required to perform the duties assigned. 20 CFR 655.122(f).

6. **MEALS**: Employer agrees to provide each worker with three meals a day or furnish free and convenient cooking and kitchen facilities to the workers that will enable the workers to prepare their own meals. Where the employer provides the meals, the job offer will state the charge, if any, to the worker for such meals. The amount of meal charges is governed by 20 CFR 655.173. 20 CFR 655.122(g).

   For workers engaged in the herding or production of livestock on the range, the employer agrees to provide each worker, without charge or deposit charge, (1) either three sufficient meals a day, or free and convenient cooking facilities and adequate provision of food to enable the worker to prepare his own meals. To be sufficient or adequate, the meals or food provided must include a daily source of protein, vitamins, and minerals; and (2) adequate potable water, or water that can be easily rendered potable and the means to do so. 20 CFR 655.210(e).

7. **TRANSPORTATION AND DAILY SUBSISTENCE**: Employer agrees to provide the following transportation and daily subsistence benefits to eligible workers.

   A. *Transportation to Place of Employment (Inbound*)

   If the worker completes 50 percent of the work contract period, and the employer did not directly provide such transportation or subsistence or otherwise has not yet paid the worker for such transportation or subsistence costs, the employer agrees to reimburse the worker for reasonable costs incurred by the worker for transportation and daily subsistence from the place from which the worker has come to work for the employer, whether in the U.S. or abroad to the place of employment. The amount of the transportation payment must be no less (and is not required to be more) than the most economical and reasonable common carrier transportation charges for the distances involved. The amount the employer will pay for daily subsistence expenses are those amounts disclosed in this clearance order, which are at least as much as the employer would charge the worker for providing the worker with three meals a day during employment (if applicable), but in no event will less than the amount permitted under 20 CFR 655.173(a). The employer understands that the Fair Labor Standards Act applies independently of the H-2A requirements and imposes obligations on employers regarding payment of wages. 20 CFR 655.122(h)(1).

   B. Transportation from Place of Employment (Outbound)

   If the worker completes the work contract period, or is terminated without cause, and the worker has no immediate subsequent H-2A employment, the employer agrees to provide or pay for the worker's transportation and daily subsistence from the place of employment to the place from which the worker, disregarding intervening employment, departed to work for the employer. Return transportation will not be provided to workers who voluntarily abandon employment before the end of the work contract period, or who are terminated for cause, if the employer follows the notification requirements in 20 CFR 655.122(n).

If the worker has contracted with a subsequent employer who has not agreed in such work contract to provide or pay for the worker's transportation and daily subsistence expenses from the employer's worksite to such subsequent employer's worksite, the employer must provide for such expenses. If the worker has contracted with a subsequent employer who has agreed in such work contract to provide or pay for the worker's transportation and daily subsistence expenses from the employer's worksite to such subsequent employer's worksite, the subsequent employer must provide or pay for such expenses.

The employer is not relieved of its obligation to provide or pay for return transportation and subsistence if an H-2A worker is displaced as a result of the employer's compliance with the 50 percent rule as described in sec. 655.135(d) of this subpart with respect to the referrals made after the employer's date of need. 20 CFR 655.122(h)(2).

C. Daily Transportation

Employer agrees to provide transportation between housing provided or secured by the employer and the employer's worksite(s) at no cost to the worker. 20 CFR 655.122(h)(3).

D. Compliance with Transportation Standards

Employer assures that all employer-provided transportation will comply with all applicable Federal, State, or local laws and regulations. Employer agrees to provide, at a minimum, the same transportation safety standards, driver licensure, and vehicle insurance as required under 29 U.S.C. 1841 and 29 CFR 500.105 and 29 CFR 500.120 to 500.128. If workers' compensation is used to cover transportation, in lieu of vehicle insurance, the employer will ensure that such workers' compensation covers all travel or that vehicle insurance exists to provide coverage for travel not covered by workers' compensation. Employer agrees to have property damage insurance. 20 CFR 655.122(h)(4).

8. **THREE-FOURTHS GUARANTEE**: Employer agrees to offer the worker employment for a total number of work hours equal to at least three-fourths of the workdays of the total period beginning with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ending on the expiration date specified in the work contract or in its extensions, if any. 20 CFR 655.122(i).

   The employer may offer the worker more than the specified hours of work on a single workday. For purposes of meeting the three-fourths guarantee, the worker will not be required to work for more than the number of hours specified in the job order for a workday, or on the worker's Sabbath or Federal holidays. If, during the total work contract period, the employer affords the U.S. or H-2A worker less employment than that required under this guarantee, the employer will pay such worker the amount the worker would have earned had the worker, in fact, worked for the guaranteed number of days. An employer will not be considered to have met the work guarantee if the employer has merely offered work on three-fourths of the workdays if each workday did not consist of a full number of hours of work time as specified in the job order. All hours of work actually performed may be counted by the employer in calculating whether the period of guaranteed employment has been met. Any hours the worker fails to work, up to a maximum of the number of hours specified in the job order for a workday, when the worker has been offered an opportunity to work, and all hours of work actually performed (including voluntary work over 8 hours in a workday or on the worker's Sabbath or Federal holidays), may be counted by the employer in calculating whether the period of guaranteed employment has been met. 20 CFR 655.122(i).

   If the worker is paid on a piece rate basis, the employer agrees to use the worker's average hourly piece rate earnings or the required hourly wage rate, whichever is higher, to calculate the amount due under the three-fourths guarantee. 20 CFR 655.122(i).

   If the worker voluntarily abandons employment before the end of the period of employment set forth in the job order, or is terminated for cause, and the employer follows the notification requirements in 20 CFR 655.122(n), the worker is not entitled to the three-fourths guarantee. The employer is not liable for payment of the three-fourths guarantee to an H-2A worker whom the Department of Labor certifies is displaced due to the employer's requirement to hire qualified and available U.S. workers during the recruitment period set out in 20 CPR 655.135(d), which lasts until 50 percent of the period of the work contract has elapsed (50 percent rule). 20 CFR 655.122(i).

   Important Note: In circumstances where the work contract is terminated due to contract impossibility under 20 CFR 655.122(o), the three-fourths guarantee period ends on the date of termination.

9. **EARNINGS RECORDS**: Employer agrees to keep accurate and adequate records with respect to the workers' earnings at the place or places of employment, or at one or more established central recordkeeping offices where such records are customarily maintained. All records must be available for inspection and transcription by the Department of Labor or a duly authorized and designated representative, and by the worker and representatives designated by the worker as evidenced by appropriate documentation. Where the records are maintained at a central recordkeeping office, other than in the place or places of employment, such records must be made available for inspection and copying within 72 hours following notice from the Department of Labor, or a duly authorized and designated representative, and by the worker and designated representatives. The content of earnings records must meet all regulatory requirements and be retained by the employer for a period of not less than 3 years after the date of certification by the Department of Labor. 20 CFR 655.122(j).

10. **HOURS AND EARNINGS STATEMENTS**: Employer agrees to furnish to the worker on or before each payday in one or more written statements the following information: (1) the worker's total earnings for the pay period; (2) the worker's hourly rate and/or piece rate of pay; (3) the hours of employment offered to the worker (showing offers in accordance with the three-fourths guarantee as determined in 20 CFR 655.122(i), separate from any hours offered over and above the guarantee); (4) the hours actually worked by the worker; (5) an itemization of all deductions made from the worker's wages; (6) If piece rates are used, the units produced daily; (7) beginning and ending dates of the pay period; and (8) the employer's name, address and FEIN. 20 CFR 655.122(k).

    For workers engaged in the herding or production of livestock on the range, the employer is exempt from recording and furnishing the hours actually worked each day, the time the worker begins and ends each workday, as well as the nature and amount of work performed, but otherwise must comply with the earnings records and hours and earnings statement requirements set out in 20 CFR 655.122(j) and (k). The employer agrees to keep daily records indicating whether the site of the employee's work was on the range or off the range. If the employer prorates a worker's wage because of the worker's voluntary absence for personal reasons, it must also keep a record of the reason for the worker's absence. 20 CFR 655.210(f).

11. **RATES OF PAY**: The employer agrees that it will offer, advertise in its recruitment, and pay at least the Adverse Effect Wage Rate (AEWR), the prevailing hourly wage rate, the prevailing piece rate, the agreed-upon collective bargaining rate, or the Federal or State minimum wage rate, in effect at the time work is performed, whichever is highest. If the worker is paid by the hour, the employer must pay this rate for every hour or portion thereof worked during a pay period. If the offered wage(s) disclosed in this clearance order is/are based on commission, bonuses, or other incentives, the employer guarantees the wage paid on a weekly, semi-monthly, or monthly basis will equal or exceed the AEWR, prevailing hourly wage or piece rate, the legal Federal or State minimum wage, or any agreed-upon collective bargaining rate, whichever is highest.

    If the worker is paid on a piece rate basis and at the end of the pay period the piece rate does not result in average hourly piece rate earnings during the pay period at least equal to the amount the worker would have earned had the worker been paid at the appropriate hourly rate of pay, the employer agrees to supplement the worker's pay at that time so that the worker's earnings are at least as much as the worker would have earned during the pay period if the worker had instead been paid at the appropriate hourly wage rate for each hour worked. 20 CFR 655.120, 655.122(l).

    For workers engaged in the herding or production of livestock on the range, the employer agrees to pay the worker at least the monthly AEWR, the agreed-upon collective bargaining wage, or the applicable minimum wage imposed by Federal or State law or judicial action, in effect at the time work is performed, whichever is highest, for every month of the job order period or portion thereof. If the offered wage disclosed in this clearance order is based on commissions, bonuses, or other incentives, the employer assures that the wage paid will equal or exceed the monthly AEWR, the agreed-upon collective bargaining wage, or the applicable minimum wage imposed by Federal or State law or judicial action, whichever is highest, and will be paid to each worker free and clear without any unauthorized deductions. The employer may prorate the wage for the initial and final pay periods of the job order period if its pay period does not match the beginning or ending dates of the job order. The employer also may prorate the wage if an employee is voluntarily unavailable to work for personal reasons. 20 CFR 655.210(g).

12. **FREQUENCY OF PAY**: Employer agrees to pay workers when due based on the frequency disclosed in this clearance order. 20 CFR 655.122(m).

13. **ABANDONMENT OF EMPLOYMENT OR TERMINATION FOR CAUSE**: If a worker voluntarily abandons employment before the end of the contract period, or is terminated for cause, employer is not responsible for providing or paying for the subsequent transportation and subsistence expenses of that worker, and that worker is not entitled to the three-fourths guarantee, if the employer notifies the Department of Labor and, if applicable, the Department of Homeland Security, in writing or by any other method specified by the Department of Labor or the Department of Homeland Security in the Federal Register, not later than 2 working days after the abandonment or termination occurs. A worker will be deemed to have abandoned the work contract if the worker fails to show up for work at the regularly scheduled time and place for 5 consecutive work days without the consent of the employer. 20 CFR 655.122(n).

14. **CONTRACT IMPOSSIBILITY**: The work contract may be terminated before the end date of work specified in the work contract if the services of the workers are no longer required for reasons beyond the control of the employer due to fire, weather, or other Act of God that makes fulfillment of the contract impossible, as determined by the U.S. Department of Labor. In the event that the work contract is terminated, the employer agrees to fulfill the three-fourths guarantee for the time that has elapsed from the start date of work specified in the work contract to the date of termination. The employer also agrees that it will make efforts to transfer the worker to other comparable employment acceptable to the worker and consistent with existing immigration laws. In situations where a transfer is not affected, the employer agrees to return the worker at the employer's expense to the place from which the worker, disregarding intervening employment, came to work for the employer, or transport the worker to his/her next certified H-2A employer, whichever the worker prefers. The employer will also reimburse the worker the full amount of any deductions made by the employer from the worker's pay for transportation and subsistence expenses to the place of employment. The employer will also pay the worker for any transportation and subsistence expenses incurred by the worker to that employer's place of employment. The amounts the employer will pay for subsistence expenses per day are those amounts disclosed in this clearance order. The amount of the transportation payment must not be less (and is not required to be more) than the most economical and reasonable common carrier transportation charges for the distances involved. 20 CFR 655.122(o).

    The employer is not required to pay for transportation and daily subsistence from the place of employment to a subsequent employer's worksite if the worker has contracted with a subsequent employer who has agreed to provide or pay for the worker's transportation and subsistence expenses from the present employer's worksite to the subsequent employer's worksite. 20 CFR 655.122(h)(2).

15. **DEDUCTIONS FROM WORKER'S PAY**: Employer agrees to make all deductions from the worker's paycheck required by law. This job offer discloses all deductions not required by law which the employer will make from the worker's paycheck and all such deductions are reasonable, in accordance with 20 CFR 655.122(p) and 29 CFR part 531. The wage requirements of 20 CFR 655.120 will not be met where undisclosed or unauthorized deductions, rebates, or refunds reduce the wage payment made to the employee below the minimum amounts required under 20 CFR part 655, subpart B, or where the employee fails to receive such amounts free and clear because the employee kicks back directly or indirectly to the employer or to another person for the employer's benefit the whole or part of the wage delivered to the employee. 20 CFR 655.122(p).

16. **DISCLOSURE OF WORK CONTRACT**: Employer agrees to provide a copy of the work contract to an H-2A worker no later than the time at which the worker applies for the visa, or to a worker in corresponding employment no later than on the day work commences. For an H-2A worker coming to the employer from another H-2A employer, the employer agrees to provide a copy of the work contract no later than the time an offer of employment is made to the H-2A worker. A copy of the work contract will be provided to each worker in a language understood by the worker, as necessary or reasonable. In the absence of a separate, written work contract entered into between the employer and the worker, the required terms of this clearance order, including all Addendums, and the certified *H-2A Application for Temporary Employment Certification* will be the work contract. 20 CFR 655.122(q).

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17. **ADDITIONAL ASSURANCES FOR CLEARANCE ORDERS**:

A. Employer agrees to provide to workers referred through the clearance system the number of hours of work disclosed in this clearance order for the week beginning with the anticipated date of need, unless the employer has amended the date of need at least 10 business days before the original date of need by so notifying the Order-Holding Office (OHO) in writing (e.g., e-mail notification). The employer understands that it is the responsibility of the SWA to make a record of all notifications and attempt to inform referred workers of the amended date of need expeditiously. 20 CFR 653.501(c)(3)(i).

If there is a change to the anticipated date of need, and the employer fails to notify the OHO at least 10 business days before the original date of need, the employer agrees that it will pay eligible workers referred through the clearance system the specified rate of pay disclosed in this clearance order for the first week starting with the originally anticipated date of need or will provide alternative work if such alternative work is stated on the clearance order. 20 CFR 653.501(c)(5).

B. Employer agrees that no extension of employment beyond the period of employment specified in the clearance order will relieve it from paying the wages already earned, or if specified in the clearance order as a term of employment, providing transportation from the place of employment, as described in paragraph 7.B above. 20 CFR 653.501(c)(3)(ii).

C. Employer assures that all working conditions comply with applicable Federal and State minimum wage, child labor, social security, health and safety, farm labor contractor registration, and other employment-related laws. 20 CFR 653.501(c)(3)(iii).

D. Employer agrees to expeditiously notify the OHO or SWA by emailing and telephoning immediately upon learning that a crop is maturing earlier or later, or that weather conditions, over-recruitment, or other factors have changed the terms and conditions of employment. 20 CFR 653.501(c)(3)(iv).

E. If acting as a farm labor contractor (FLC) or farm labor contractor employee (FLCE) on this clearance order, the employer assures that it has a valid Federal FLC certificate or Federal FLCE identification card and when appropriate, any required State FLC certificate. 20 CFR 653.501(c)(3)(v).

F. Employer assures that outreach workers will have reasonable access to the workers in the conduct of outreach activities pursuant to 20 CFR 653.107. 20 CFR 653.501(c)(3)(vii).

*I **declare** under penalty of perjury that I have read and reviewed this clearance order, including every page of this Form ETA-790A and all supporting addendums, and that to the best of my knowledge, the information contained therein is true and accurate. This clearance order describes the actual terms and conditions of the employment being offered by me and contains all the material terms and conditions of the job. 20 CFR 653.501(c)(3)(viii). I understand that to knowingly furnish materially false information in the preparation of this form and any supplement thereto or to aid, abet, or counsel another to do so is a federal offense punishable by fines, imprisonment, or both. 18 U.S.C. 2, 1001.*

1. Last (family) name *	2. First (given) name *	3. Middle initial §
Vargas	Katie	
4. Title *		
Office Assistant		
5. Signature (or digital signature) *		6. Date signed *
Digital Signature Verified and Retained By Certifying Officer		7/2/2022

Employment Service Statement

In view of the statutorily established basic function of the Employment Service (ES) as a no-fee labor exchange, that is, as a forum for bringing together employers and job seekers, neither the Department of Labor's Employment and Training Administration (ETA) nor the SWAs are guarantors of the accuracy or truthfulness of information contained on job orders submitted by employers. Nor does any job order accepted or recruited upon by the ES constitute a contractual job offer to which the ETA or a SWA is in any way a party. 20 CFR 653.501(c)(1)(i).

Public Burden Statement *(1205-0466)*

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average .63 hours per response for all information collection requirements, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and submitting the collection of information. The obligation to respond to this data collection is required to obtain/retain benefits (44 U.S.C. 3501, Immigration and Nationality Act, 8 U.S.C. 1101, et seq.). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Employment and Training Administration, Office of Foreign Labor Certification, 200 Constitution Ave., NW, Suite PPII 12-200, Washington, DC, 20210. (Paperwork Reduction Project OMB 1205-0466). DO NOT send the completed application to this address.

C. Additional Place of Employment Information

1. Name of Agricultural Business §	2. Place of Employment *	3. Additional Place of Employment Information §	4. Begin Date §	5. End Date §	6. Total Workers §
Joe Rasch Orchards - Joint Employer	9140 Kenowa Ave NW Sparta, Michigan 49345 KENT		8/29/2022	4/15/2023	16

D. Additional Housing Information

1. Type of Housing *	2. Physical Location *	3. Additional Housing Information §	4. Total Units *	5. Total Occupancy *	6. Applicable Housing Standards *
Stick Built	19717 Kenowa Ave Sparta, Michigan 49345 OTTAWA	None.	5	26	☑ Local ☑ State ☑ Federal
					❑ Local ❑ State ❑ Federal
					❑ Local ❑ State ❑ Federal
					❑ Local ❑ State ❑ Federal
					❑ Local ❑ State ❑ Federal
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					❑ Local ❑ State ❑ Federal
					❑ Local ❑ State ❑ Federal
					❑ Local ❑ State ❑ Federal
					❑ Local ❑ State ❑ Federal

H. Additional Material Terms and Conditions of the Job Offer

a. Job Offer Information 1

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Production:
Worker will pre-sort using both hands to eliminate rots, debris and any obvious defects, and will manually sort for defects based on USDA grading standards. Grading standards may vary and will be communicated to workers at the beginning of a pack run. Worker will pack into appropriate bag, carton, tray or other packaging as required. Worker will make boxes. Worker will stack boxes onto pallets correctly, using shrink wrap, case labels, and plastic strapping. Worker must keep immediate area clean of any product or debris. Worker must discard of any fruit that has come in contact with the floor in rot/trash barrels. Worker must be able to lift up to 50 pounds. Worker will be required to assist in production line cleaning and sanitation. Pay will be hourly.

Box Making:
Worker will complete box/container assembly repetitively throughout the day based on order requirements. Worker will prepare all packaging/trays and place on pallet to send to production line for following day or upcoming lot change. Worker will keep production line supplied at all times with packaging needed through operation. Worker will be required to clean bliss machine 2-3 times per week. Worker will fill glue pod on Bliss Machine/Box Maker as needed. When packaging is received, worker will store in appropriate location. Worker will keep inventory of all packaging once per week, at a minimum, and will notify Plant Manager or Supervisor when running low on supplies. Worker will keep immediate area clean of any packaging that is not in use. At the end of each day, worker will organize all packaging and clean working area. Worker will check pack schedule to confirm which packing is being used for current run or upcoming run. Worker will complete other hand tasks required for making/storing packaging as required. Pay will be hourly.

Wet End Bin Operator:
Worker will bring in empty process/cider bins for the production line from outside at the beginning of each day and throughout the day. Worker will monitor the dumper system by verifying variety, lot, and report any problems to the Plant Manager. Worker will place apple bins into dump tank throughout production. Worker will keep track of process and juice bins and switch out when necessary. Worker will inform pallet tag maker when tags are needed. Worker will transport raw fruit and empty bins and process/cider bins to designated area. Worker must maintain a clean, safe and organized work area. Worker will be required to successfully complete hi-lo certification which will be provided by the employer and complete hi-lo checklist daily. Pay will be hourly.
Pallet Wrapping/HiLo Driving:
Worker will ensure that labels, pallet tags and pallets are correct based on order requirements. Worker will keep inventory of where the product is stored by logging information into the finished product inventory log. Worker will put away pallets after wrapping. Worker will assist in shipping when needed. Worker will assist production line hi-lo driver to put away incoming packing material. Worker will be required to successfully complete hi-lo certification which will be provided by the employer and complete hi-lo checklist daily. Pay will be hourly.

SEE ADDENDUM C

b. Job Offer Information 2

1. Section/Item Number *	F.2	2. Name of Section or Category of Material Term or Condition *	Inbound/Outbound Transportation

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Employer will not reimburse, pay for or provide inbound transportation and subsistence to worker who resides within reasonably commutable distance or who does not provide identity and employment eligibility documentation required to complete Form I-9, who has knowledge at recruitment place that worker cannot perform job order duties, who abandons employment, or who is discharged for lawful job related reasons. Employer will advance inbound transportation amount no later than first workweek.

H. Additional Material Terms and Conditions of the Job Offer

c. Job Offer Information 3

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - ADDITIONAL JOB REQUIREMENTS

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Season Commitment: Job offered requires worker be available for and worker agrees to work every day that work is available for entire employment period.
Worker must be able to perform job description duties in safe manner consistent with established safety procedures. Workers must understand and comply with Good Manufacturing Practices (GMP). Worker must report any equipment, machinery, tools, or vehicles that are damaged, defective or otherwise in need of repair.
Worker must possess requisite physical strength and endurance to repeat packing process throughout workday. Worker must work at sustained pace and make good faith efforts to work efficiently as reasonable under working conditions.
Packing work begins at assigned time which will vary with season, orders and weather conditions.
Employer conducts and worker must attend orientation on workplace rules, packing methods, crop specific issues, policies and safety information. Employer provides and worker must comply with instructions and general supervision.
Other duties assigned under this order will be consistent with Farm Worker, Diversified Crops, under Bureau of Labor Statistics Occupational Employment Statistics Standard Occupational Classification Code 45-2092.

d. Job Offer Information 4

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties - LINE FORKLIFT OPERATOR

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Line Forklift Operator:
Worker will complete hi-lo checklist at the beginning of each shift. Worker will place pallet tags on all complete pallets. Worker will confirm that all pallets have a pallet tag and that tags are correct based on size, style and quantity. Worker will confirm that pallets are wrapped, strapped and labeled correctly prior to placing in packed fruit racking. Worker will confirm that he/she has enough supplies (pallets, boxes, other material as needed) for run. Worker will confirm that he/she has proper bags for DLS (size, variety, customer, style). Worker will complete bag/pallet inventory at the end of each week. Worker will bring supplies from upper level of facility as needed. Worker will notify Line Supervisor or Line Assistant if pallets are not stacked correctly. Worker will store incoming pallets and will sort heat treated from non-heat treated. Worker will store/organize incoming packaging. Worker will notify the plant manager when pallet inventory is low. Worker will be required to successfully complete hi-lo certification which will be provided by the employer. Pay will be hourly.

H. Additional Material Terms and Conditions of the Job Offer

e. Job Offer Information 5

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties - CLEANING

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Worker will complete general labor associated with cleaning and sanitation of the interior and exterior of the building, including break rooms, bathrooms, and production line machinery.
Worker will clean and sanitize tools and sanitizers all belts, motors, brushes, conveyor, grader, grader cups, Dls's, rollers, electronic devices, railing, walkovers, doorknobs, pack table, walls, ceiling light fixtures, hi los, all reusable containers and drains weekly with appropriate detergents, all reusable containers and drains. Cleaning and sanitation will be completed either on daily or weekly basis, depending on schedule and needs.
Worker will clean and sanitize break room, bathrooms, offices, and windows with appropriate detergents and will refill soap, towels and toilet paper when needed, as scheduled on Employer's cleaning and sanitation schedule.
Worker will remove all debris from the floor or ground daily. This includes boxes, trays, apples, or any other materials that do not belong on the floor. Worker will be trained on all items that must be removed from floor each day
Worker will sweep and scrub or mop all floors according to Employer's cleaning and sanitation schedule.
Occasionally involves lifting of up to 50 lbs. Pay will be hourly

f. Job Offer Information 6

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties - VEHICLE DRIVING

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Employer will require worker to drive in Employer-provided vehicles to and from the worksite and to locations within 30 miles as directed. Worker must understand and agree to driving rules, as outlined in work rules below, and must provide proof of no infractions from official source. Pay will be hourly.

H. Additional Material Terms and Conditions of the Job Offer

g. Job Offer Information 7

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Housing Terms & Conditions 1 of 2

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Location Occupancy Units Description
9140 Kenowa Ave, Sparta MI 49345 48 8 Stick built
19717 Kenowa Ave, Sparta MI 49345 26 5 Stick built

Employer retains possession and control of housing and will conduct weekly inspections for compliance with below rules. Worker and other housing occupants must vacate housing within 48 hours of termination of employment. No person not authorized by Employer may occupy housing. When it is the prevailing practice in the area of intended employment and the occupation to provide family housing, the employer agrees to provide family housing at no cost to workers with families who request it. 20 CFR 655.122(d), 653.501(c)(3)(vi).
Employer distributes and posts housing rules listed below. Workers who do not comply with housing rules will face progressive discipline, up to and including termination of employment and removal from housing. Employer generally uses 3-step disciplinary process:
1) written warning for first violation,
2) written warning for second violation,
3) termination upon third violation.

See work rules below for additional information regarding disciplinary process.

Housing Rules:
1. Occupant may occupy only Employer assigned housing unit.
2. No person not assigned housing may occupy bed or stay overnight in housing.
3. Occupant may not separate the bunk beds.
4. Occupant must maintain housing unit in clean condition and good repair.
5. Occupant must report housing compliance issue or potential issue immediately to Employer.
6. Occupant may use kitchen facilities and other common areas and must clean promptly.
7. No cooking is permitted in sleeping rooms or any other non-kitchen areas.
8. Occupant must not from remove batteries from smoke detectors for any reason.
9. Occupant must not drop paper, cans, bottles or other trash in housing units or surrounding area, including common areas and must place trash in dumpsters and cover with lids.
10. Occupant living in Employer's housing may not entertain guests in or on housing premises after 10:00 p.m. Sunday through Friday, or after 12 midnight on Saturday.
11. Occupant may not interrupt other workers' rest/sleep period by excessive noise, including no loud music after 9:00 p.m. Sunday through Friday or after 11:00 p.m. on Saturday.
12. Occupant may not fight, horse play, scuffle, throw things, be drunk, loud or rowdy or threaten or harass other occupants.
13. Occupant may not bring firearms or other weapons onto housing premises.
14. Occupant may not post nor remove any notices, signs, posters, bulletin boards, or other documents from Employer provided housing without Employer permission.
15. Occupant must not willfully abuse, damage or destroy any housing property or contents.
16. Occupant may not remove beds, refrigerators, stoves, tables, chairs, or any other furniture/equipment from housing premises without Employer permission.
17. Occupant will be terminated and removed from housing for stealing from Employer or other occupants,
18. Occupant will be terminated and removed from housing for illegal drug or marijuana use, sale or possession.
19. Occupant must not knowingly or deliberately engage in behavior or take actions to cause compliance issues.
20. Dogs, cats and other pets are not permitted.
21. Occupants and guests must park in designated parking areas only.
22. Occupants may not drain grease or other cooking oils in sinks.

h. Job Offer Information 8

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Housing Terms & Conditions 2 of 2

3. Details of Material Term or Condition (*up to 3,500 characters*) *

13. Occupant may not bring firearms or other weapons onto housing premises.
14. Occupant may not post nor remove any notices, signs, posters, bulletin boards, or other documents from Employer provided housing without Employer permission.
15. Occupant must not willfully abuse, damage or destroy any housing property or contents.
16. Occupant may not remove beds, refrigerators, stoves, tables, chairs, or any other furniture/equipment from housing premises without Employer permission.
17. Occupant will be terminated and removed from housing for stealing from Employer or other occupants,
18. Occupant will be terminated and removed from housing for illegal drug or marijuana use, sale or possession.
19. Occupant must not knowingly or deliberately engage in behavior or take actions to cause compliance issues.
20. Dogs, cats and other pets are not permitted.
21. Occupants and guests must park in designated parking areas only.
22. Occupants may not drain grease or other cooking oils in sinks.
23. Occupants may not place any furniture in housing without Employer approval.
24. COVID-19: Employer will train on and worker must comply with Employer's COVID-19 Preparedness and Response Plan which may include:
a. Testing & Face Coverings: Occupant may be required to wear face coverings, practice social distancing and be tested for COVID-19 consistent with legal requirements. Employer will pay for testing.
b. Resident Temperature Checks: Occupant may be required to participate in daily health screenings and/or temperature checks consistent with legal requirements.
25. Occupants must remove shoes in designated area and may not wear shoes throughout housing units.

H. Additional Material Terms and Conditions of the Job Offer

i. Job Offer Information 9

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Workers Compensation Information

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Worker's Compensation Insurance Carrier: Michigan Insurance Company (Fruit Ridge Apple Co.) / Secura (Joe Rasch Orchards)
Policy Number: 100011407 / WC3076894
Deadline for filing claim: 24 hours
Contact information for person who is to be notified in order to file a claim: Kathy Balderas, 616-887-4983 or Katie Vargas, 616-887-1457

j. Job Offer Information 10

1. Section/Item Number *	F.2	2. Name of Section or Category of Material Term or Condition *	Inbound/Outbound Transportation - Outbound Reimbursement

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Criteria for benefit are identical for foreign and domestic workers. Worker may select means of transportation home, however, reimbursement is limited to lesser of per worker cost of Employer provided transportation or most economical and reasonable common carrier transportation cost. Worker who arranges own transportation assumes all liability and holds Employer harmless for damages, injuries, and personal or property losses, pays for transportation and subsistence and submits expense documents to Employer for reimbursement (as detailed above) to be paid by check sent via US mail or other delivery system worker requests. Employer will not reimburse, pay for or provide outbound transportation and subsistence to worker who resides within reasonably commutable distance, who does not provide documentation of identity and employment eligibility required to complete Form I-9, who has knowledge at recruitment place that worker cannot perform job order duties, who abandons employment, or who is discharged for lawful job related reasons.

H. Additional Material Terms and Conditions of the Job Offer

k. Job Offer Information 11

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Work Schedule

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Contract hours represent anticipated work schedule. Prevailing practice results in adjusting hours and work schedule to meet agriculture needs due to crop conditions, weather, and requirement to send product to market when fresh. When hours per day exceed job order hours, Employer offers, but not requires worker additional hours.
Employer provides 1 paid holiday per year for the Christmas holiday. To be eligible for holiday pay, an employee must have worked the scheduled workday immediately before and immediately after the holiday

l. Job Offer Information 12

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Additional Pay Information

3. Details of Material Term or Condition (*up to 3,500 characters*) *

The company maintains an electronic direct deposit system. A direct deposit form will be issued the first day of hire. If employee fails to return the written election form within 14 days with the account information necessary to begin direct deposit, we will presume employee has consented to receive paycheck by payroll debit card and we will issue employee a card. This does not apply to employees who currently receive wages by direct deposit or payroll debit card. Employees may change the manner they receive payment at any time by written request.

Employer will pay overtime for any hours over 40 worked in a work week. Overtime rate is 1.5x regular rate. PTO does not count toward hours worked in calculating overtime hours.

In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

H. Additional Material Terms and Conditions of the Job Offer

m. Job Offer Information 13

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - No Complete/No-Rehire Policy

3. Details of Material Term or Condition (*up to 3,500 characters*) *

No Complete, No Re-Hire: Voluntary termination, abandonment or termination for lawful job-related reasons before specified end date will disqualify worker from future employment opportunities with Employer. For worker who resigns employment voluntarily, Employer will consider and evaluate special circumstances and hardship on case by case basis. Worker is required to notify Employer prior to voluntarily terminating employment to be considered and eligible for exemption to no complete, no rehire policy. If no notice provided, Employer sends wages due to worker's last known address. Worker must provide complete accurate address no later than first day of employment.

n. Job Offer Information 14

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Work Rules/Standards of Conduct

3. Details of Material Term or Condition (*up to 3,500 characters*) *

Work Rules/Standards Of Conduct/Performance:
In an effort to protect and maintain direct employer/employee communications, we practice an Open Door Policy. Workers are encouraged to talk to the Plant Manager or any management member about ideas that could improve or solve problems within the work environment.
1. Disciplinary Process: Worker must work productively and in compliance with Employer policies and job instructions. Failure to follow rules and policies will result in worker discipline and may result in termination. Without limitation on at-will status, Employer generally uses 3-step disciplinary process: 1) written warning for first violation, 2) written warning for second violation and suspension without pay for up to one full day, 3) termination for third violation. Certain violations are so severe that they may result in termination without prior warning. Discipline Process is not contractual or guarantee of progressive discipline. Employer reserves right to determine appropriate discipline based on circumstances including the following lawful job-related reasons: a) not work efficiently or otherwise refuse without justified cause to perform directed work included in contract; b) commit serious act(s) of misconduct or serious or repeated violation(s) of employer work rules; c) fail after completing training period to perform work; d) abandon employment; e) falsify identification, personnel, medical, production or other records; f) fail or refuse to take drug test when requested (Employer reserves right to conduct for cause, non-discriminatory drug testing at Employer expense.. Drug test will not be utilized as pre-employment tool.); or g) fail to obey directions.
2. Prohibition on Charging Fees: Workers may not charge fees to other workers, including but not limited to kickbacks, bribes, recruitment fees, processing fees and placement fees. Workers must report any fee immediately to employer.
3. No Illegal Activities Permitted On Farm: Worker must not participate in, or allow illegal activities on farm or worker housing areas, including, but not limited to theft, assault, and illegal drug use.
4. Alcoholic Beverages, Marijuana, Firearms, And Illegal Drugs: Alcohol, marijuana, dangerous weapons, firearms and illegal drugs are not permitted in any field, farm building or work area. This includes weapons under local carry and concealed weapons laws.

H. Additional Material Terms and Conditions of the Job Offer

o. Job Offer Information 15

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Work Rules/Standards of Conduct 2

3. Details of Material Term or Condition (*up to 3,500 characters*) *

5. Alcohol And/Or Drug Use: Worker must not be under influence or impaired by alcohol, prescription legal or illegal drugs or medications, or other substances that may adversely affect alertness, coordination, reaction response or safety during work hours. Employer may require alcohol and drug testing if reasonable suspicion that worker is under influence at work, when worker suffers injury and requires medical attention or regulatory agency reporting either while on duty, or while on Employer's work premises. Testing may also be required if worker is involved in workplace injury resulting in damage to property or injury to others. Grounds for reasonable suspicion include, but are not limited to observation of slurred speech, bloodshot eyes, erratic behavior, difficulty walking, difficulty performing assignments, paraphernalia, and/or the smell of alcohol or drugs on worker. Worker agrees to testing as a condition of employment. Testing done at employer's expense and not utilized as a pre-employment tool.

Worker may not be involved in the distribution, sale, transfer, or use of alcohol, marijuana or illegal drugs in the workplace or on company property, while on duty or while operating employer-owned vehicles or equipment.

6.Discrimination / Harassment, Discrimination and/or harassment against Worker on protected characteristics is prohibited. Concerns of prohibited harassment or discrimination should be reported to Employer, worker's Supervisor, or Francisca Medrano. Employer will investigate reports and take reasonable responsive action as warranted to correct or prevent violations. Retaliation against worker who takes good faith actions under policy is prohibited.

7. Worker must promptly notify the Company of any changes in personal data. Personal mailing addresses, telephone numbers, number of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. Personnel data changes should be directed to the Office Manager immediately.

8. The Company prohibits the unlawful disclosure of social security numbers, and any employee or other individual found to have unlawfully disclosed another person's social security number or to have violated this policy will be subject to discipline up to and including discharge and/or subject to civil liability and/or criminal penalties.

9. Bottles, Cans And Trash: In work areas, worker must place trash in proper trash containers. Glass bottles, cans or food containers are not allowed in food handling, packing/storage areas.

10. Cell Phones, Electronic Devises, Headphones: Personal cell phones must remain in break room or in Employee vehicle and may only be used during breaks and lunch in the break room or outside of building. Company telephones are for business and emergency use only. No use of headphones is permitted during work activity and/or while driving company vehicles.

p. Job Offer Information 16

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Work Rules - Work Area Rules

3. Details of Material Term or Condition (*up to 3,500 characters*) *

11. No Children In And Around Work Areas: Children are never allowed in packing facility, in or around worker cars near facility, on or about equipment, or in food handling or storage areas. Worker must not misrepresent age or falsify age documents to gain employment, access or other purpose.

12. Visitor Policy: Entry into the Company's facilities is limited to employees and authorized personnel only. No visitors are permitted in the work areas of the Company unless authorized in advance by the Company. No children under the age of 16 are permitted in production areas.

All authorized visitors, including customers and suppliers entering the facility, must have a host. An authorized Company representative will meet the guest in the main entrance. The Company requires that all guests sign the register and obtain a visitor tag at the front office. Visitors must comply with applicable GMPs as set forth at Exhibit A.

All guests must wear a visitor tag at all times while in the facility. An authorized employee must accompany all guests at all times.

13. Parking: Parking allowed in designated areas only.

14. Work Hours: Employment hours are influenced by factors such as weather, harvest and market conditions, customer expectations and other business reasons.

15. Job Assignments: Employer assigns work and provides instructions. Worker must not begin work prior to scheduled time. Worker must not leave job assignment area unless authorized.

16. Emergency Closings: At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. If production is stopped due to mechanical issues for more than 30 minutes and there is no other work available, employees are required to punch out and may either stay in the break room, stay outside the building or may choose to leave. Management will call when production is ready and employee must return to work promptly. Failure to return to work, will result in a no call/ no show.

If a plant closing occurs, the Company will attempt to notify all employees by phone. Employees can also call the Company's main telephone number at (616) 887-4983 to receive more immediate information.

When the decision to close is made AFTER the workday has begun, employees will receive official notification from the Plant Manager. In these situations, employees will be paid for their work up to that point in the day.

When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. Employees in essential operations may be asked to work on a day when operations are officially close. In these circumstances, employees who work will receive regular pay.

H. Additional Material Terms and Conditions of the Job Offer

q. Job Offer Information 17

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Work Rules - Schedule

3. Details of Material Term or Condition (*up to 3,500 characters*) *

17. Absences/Tardiness: Unless excused in advance, worker is expected to work all scheduled days and hours. Unexcused tardiness beyond 15 minutes of scheduled start time is treated as an unexcused absence. Domestic workers may be eligible for paid sick leave. Whenever possible, worker must fill out a request form at least 3 days in advance of excused absence. If absent longer than 3 consecutive days, a doctors note is required. If PTO is available, worker must use PTO for excused absence.
18. Lunch Period: Worker must take 30-minute unpaid lunch at Employer direction. Worker may not work during lunch period. Employer will deduct confirmed lunch periods from hours worked.
19. Breaks: Worker will have two paid scheduled breaks per 8-hour shift. Breaks shall not exceed 15 minutes. Restroom visits and personal matters should occur during scheduled breaks if possible. For shifts of greater or fewer than 8 hours, Employers may alter break periods at its discretion based on the duration of the work hours. For shifts longer than 10 hours, an additional 10-minute break will be provided.
Workers must obtain Plant Manager or Supervisor approval prior to leaving the Company premises during paid breaks. Workers must obtain Plant Manager or Supervisor approval for restroom breaks or other personal matters that are not during schedule break times.
20. Time Keeping: Workers must clock in and out on the time clock to accurately record the time that they begin and end work. Employer utilizes fingerprint time clock system. If worker fails to clock in for any reason, worker must notify the Plant Manager or Office Manager to correct hours. If worker fails to properly mark in and out, Employer may adjust time to reflect absence Workers must not be in production area before clocking in or after clocking out. Workers who are not clocked in may only be in break room or outside of building. Worker who leaves for any reason during workday must mark out and in again at return. Worker will be required to clock in and out using electronic system provided by employer. Worker must not clock in for another worker, for any reason.
Worker may not clock in more than 10 minutes prior to start of shift. Workers are expected to be ready to begin at start of work shift. Once worker clocks in, they must be in the production area ready to work.
Altering, falsifying, tampering with time records, or recording time on another employee's time record, via use of their swipe card or keypad, may result in disciplinary action, up to and including termination of employment.
21. Pay Check Receipt: Worker must personally take delivery of own paychecks or pay receipts. Worker may not pick up another worker's check. If worker has been issued a paper check, worker must sign the top portion of the check upon receipt and return to Office Manager.
The Company takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.
In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Plant Manager or Office Manager so that corrections can be made as quickly as possible.

r. Job Offer Information 18

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Work Rules - Equipment

3. Details of Material Term or Condition (*up to 3,500 characters*) *

22. Worker may never ride on equipment not designed for riding purposes. All work-related injuries must be immediately reported to Employer.
23. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.
Under no circumstances is Company equipment or property to be removed from the premises without the specific written approval of the Plant Manager. Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Company property immediately upon request or upon termination of employment.

H. Additional Material Terms and Conditions of the Job Offer

s. Job Offer Information 19

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Work Rules - Health and Hygiene

3. Details of Material Term or Condition (*up to 3,500 characters*) *

24. Employees must follow proper sanitation and hygiene practices, including use of water, bathroom, and handwashing facilities. Employees must wash hands with soap and water before beginning or returning to work, and after coughing, sneezing, telephone use, or any other activity that may cause contamination of hands. Required personal cleanliness includes bathing, hair washing, maintaining clean, cut fingernails, and daily changing of clothing. During food handling, habits such as spitting or scratching of head or body parts is prohibited. The mouth and nose must be covered (not by your hand) when coughing or sneezing.
25. Designated Eating and Smoking Areas: Smoking is only permitted outside in designated areas. Employees may not eat or drink in any buildings except for areas designated by management.
26. Illness and Injury: Employees who have diarrhea or any symptoms of infectious diseases or severe cold must not handle any produce, and must immediately report condition to the Plant Manager or Office manager and maybe required to leave. Cuts or other open injuries must be treated by proper first aid supplies and be properly covered. Employees must report any time produce comes in contact with blood or other bodily fluid. Contacted produce must be discarded. Any equipment or containers exposed to any bodily fluid must be disinfected prior to reuse.
27. Employees must inspect fruit and containers. If employees find evidence of glass, metal, plastic, or other dangerous object in packing area, employees must notify Employer immediately and any contaminated produce must be discarded under standard operating policy. If employees know of any contamination of produce by chemicals, petroleum, pesticides, or any other contaminating factors, employees must notify Employer immediately and fruit must be discarded. If fruit is spilled on the ground or comes in contact with any unsanitary surface, it also must be discarded and containers cleaned and disinfected prior to reuse. If employees notice any unknown persons handling fruit, or in unauthorized areas, such persons should be reported to Employer.
28. Animals: Animals are not allowed in fields or packing areas. Domestic or wild animal evidence must be reported to Management member.
29. Packing Areas: Employees shall keep all surfaces of the packing line clean and in good condition. Area shall be well-kept and sanitized. Packaging shall be kept in a dry area and be in compliance with rodent and insect protection. Any rodent droppings or insect damage shall be reported to the Plant Manager or Maintenance Manager.

t. Job Offer Information 20

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Work Rules - Health and Hygiene 2

3. Details of Material Term or Condition (*up to 3,500 characters*) *

30. Personal Hygiene Rules: Employees must tie back or cover long hair, roll-up sleeves, keep nails cut short and not use nail color, acrylics, or artificial nails, not wear jewelry (plain wedding band permitted), and not chew gum, candy, or tobacco. Employees must wash hands with soap and water at the start of production and after returning from break, lunch period, restroom, or any contamination of hands. Employees must wear sanitation equipment and clothing as required by Employer and must remove and store such items in a designated sanitary area when leaving work area. If gloves are required, employees must wear gloves when working on packing line, and must remove gloves before breaks, lunch periods, or bathroom use. Employees must use designated hand sanitizer prior to putting on gloves. Hand sanitizer is not a substitute for required hand washing. Employee personal items must not be stored in packing areas, Employer provides break room and lockers for personal item storage. Hoodies are permitted only when worn under smock and any strings tied and tucked in.
Scarves and/or clothes with fringes or strings are not permitted. There are to be no open jackets, no article of clothing to be tied around the waist and eye glasses must be worn or put away in the break room, no glasses hanging from clothing. Suitable footwear with low heels and covered toes is required. Purses, backpacks, or handbags or similar personal items are not permitted in the production area. Jewelry of any kind, except a plain wedding band, is not allowed to be worn during work hours. Employees must also comply with the GMP Work Rules included at Appendix A.
Each line employee is required to wear a smock. Smocks must be buttoned and not opened. Smocks will be worn weekly for line production and daily for QC and maintenance. They can be replaced after cleaning as needed per approval from Plant Manager. Smocks need to be removed and hung up during breaks, lunch, and restroom breaks. They are to be hung up and kept at work at the end of day.
Consult the Plant Manager or Management member if you have questions as to what constitutes appropriate attire.
31. Access: Entry to Employer's facilities is limited to employees and authorized personnel only. Entry by unknown persons must be reported immediately to Management. Authorized visitors must wash their hands with soap , water and sanitizer before entering the production line.
32. No Tampering with Product: Worker must not tamper or alter harvested or packed products.

H. Additional Material Terms and Conditions of the Job Offer

u. Job Offer Information 21

1. Section/Item Number *	B.6	2. Name of Section or Category of Material Term or Condition *	Job Requirements - Work Rules - COVID-19 & Driving

3. Details of Material Term or Condition (*up to 3,500 characters*) *

33. COVID-19: Employer will train on and worker must comply with Employer's COVID-19 Preparedness and Response Plan.
• Testing: Testing may be required consistent with legal requirements.
• Daily Health Screening: Worker may be required to undergo daily health screening, including temperature checks, before entering workplace each day consistent with legal requirements.
• Workplace Safety: Worker will be required to comply with Employer rules regarding COVID-19 prevention consistent with legal requirements including Personal Protective Equipment (PPE) use such as face masks, face shields and gloves, social distancing, hand sanitation and other workplace requirements. Violations of COVID-19 rules are subject to Employer's 3-step discipline process.
34. Driver requirements: Workers operating employer vehicles must follow policies and use good judgment. Employer reserves right to revoke driving privileges.
Drivers must:
• Possess valid driver's license
• Maintain acceptable driving record and provide official proof of no infractions (if license was issued outside of U.S.)
• Review and comply with local driving laws
• Obtain medical physical requirements certification (WH-515)
35. Vehicle Use: Employer vehicle use is limited to business purposes by approved drivers unless otherwise Employer authorized.
36. Vehicle Care: No smoking allowed in employer vehicles. Workers must keep vehicles in a clean, well-maintained condition. Trash must be removed. Report vehicle maintenance issues such as oil changes or maintenance lights to supervisor.
37. Accidents & Traffic/Parking Violations: Report/Cooperate with law enforcement and report to employer accidents and traffic/parking violations. Carry valid insurance card, vehicle registration and driver's signed medical certificate in employer vehicle.
38. Safety:
• Drivers must operate a vehicle only at speed appropriate to the road, traffic and weather conditions, must exercise caution to secure loads and when backing up, and is responsible for ensuring all occupants use seat belts
39. Cell Phone Usage:
Drivers may not use cell phone or other electronic device while operating vehicle for texting, phone calls or any other purpose. Keep cell phone and bluetooth off while the vehicle is moving. If driver needs to place a call, driver must pull off the road to a safe location and stop the vehicle before using phone.
•Vehicles should be locked when parked on employer property outside of work hours, or anytime vehicle is left unattended off employer property.
•Drivers are responsible for refueling vehicles at employer tanks. Drivers must notify manager before refueling. Employer will notify drivers of refueling schedule.

v. Job Offer Information 22

1. Section/Item Number *		2. Name of Section or Category of Material Term or Condition *	

3. Details of Material Term or Condition (*up to 3,500 characters*) *