Memorandum

To: **Valued Customers and Carriers**

Subj: **Pick-up Policy & Procedure**

Date: **September 1, 2011**

It is our commitment, at Oasis Foods Company, to insure and provide a safe operating environment. To accomplish this we must have all of our employees, customers and vendors follow our safety guidelines.

- **Policy & Procedure** *effective Monday October 3, 2011*
- Drivers check-in and chock wheels.
- Remove keys from ignition and bring to check-in point.
- Oasis dock supervisor will place the keys on the valet board.
- Drivers are to wait inside or around their respective trailer/vehicle.
- Trailer is loaded and dock doors are securely closed.
- Keys will then be returned to the driver along with load paperwork.

This procedure will insure safety and security for all parties. We appreciate your attention to this policy and thank you in advance for your cooperation and participation in this matter.

If you have any questions or comments, please contact our transportation office or platform supervisor.

U.S. DEPARTMENT OF LABOR
OSHA
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

We are an efficient **T.E.A.M.**, manufacturing and processing a wide variety of items that enhance
Quality You Can Taste…
We are committed to customer satisfaction, increasing overall value In order to ensure repeat sales and mutual growth for our customers, employees, and our organization…
Together **E**veryone **A**chieves **M**ore

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