

KEHE DISTRIBUTORS, LLC

SUPPLIER RECALL NOTIFICATION PROCEDURE

Dear Supplier Partner,

Below outlines the procedure that must be followed for all recalls:

RECALL NOTIFICATION:

Supplier shall immediately give written notice to KeHE of all recalls and withdrawals by email to:

keherecall@kehe.com

All recall notifications **MUST** go to this email address. Recall notifications emailed solely to KeHE employees that do not copy keherecall@kehe.com are not compliant with KeHE's Policies and Procedures.

Recall Notice must include, without limitation:

- Date and Time of Notification to KeHE
- Reason for and Severity of the Recall
 - Classification of Recall (see FDA Classifications)
 - Quality or Health Risk (For example, undeclared allergen, quality defect, etc.)
- Product Description
 - Insert "FOOD", "DRUG", "MEDICAL DEVICE", "CONSUMER PRODUCT" etc.
- All Relevant UPCs/GTINs and LOT Codes, **AND** at least one of the following:
 - Best By Date(s), Sell By Date(s), or Expiration Dates(s)
- Enclosure of Product Label
- First Date Defective Product was received by KeHE
- Total Cases of Defective Product that was received by KeHE
- List of KeHE Distribution Centers that received Defective Product
- Disposition wishes of the Defective Product, including both at KeHE's DC and at the retail store level.
- Supplier Contact Information for all questions (email must be provided)
- All other relevant information, including, but not limited to, whether or not you have already been in contact with a government agency (i.e. FDA, USDA), and if so, the contact information of any inspector.

An Example Recall Notification Letter is attached as Exhibit A.

Please send any questions or concerns related to recalls at: keherecalls@kehe.com.

Thank you for your cooperation,
KeHE Recall Team

EXHIBIT A: RECALL NOTIFICATION LETTER EXAMPLE

ACME FOODS LLC.

URGENT: FOOD RECALL

11/22/2019, 2PM EST

Dear Customer,

This is to inform you Acme Foods LLC. is voluntarily recalling:

**Acme 2 Oz. Pepperoni Pizzas, UPC #12345678910 with
"Best By" date of January 2023; Lot Code 12345.**

See enclosed product label. **[INSERT PRODUCT LABEL PICTURE]**

This voluntary recall is due to an undeclared allergen, milk, and is such classified as a Class 1 Recall according to FDA guidelines. The recall is currently limited to the 2 ounce pepperoni pizza and does not extend to other Acme Foods products.

30 cases of this product was shipped to the following KeHE locations on the following dates:

- **Portland, Oregon: 10 cases shipped on PO 1234, September 1, 2019**
- **Chino, California: 20 cases shipped on PO 1223, September 2, 2019**

Immediately inspect your inventory and destroy product with the affected UPC & lot code that resides in your distribution centers- UPC #12345678910 with "Best By" date of January 2023; Lot Code 12345. In addition, if you have further distributed this product, please notify your customers to destroy this product immediately. Your notification to your customers may be enhanced by including a copy of this notification letter.

Please confirm that any current inventory of this UPC, Best by Date, and Lot Code is quarantined & henceforth destroyed and that all customers were notified.

We have been in contact with the FDA regarding this recall, inspector Frank Frankenson, contact number (777) 777-7777.

Please direct all concerns to our Customer Service Department at (888) 888-8888.

Sincerely,

John Doe, President & CEO

ACME FOODS

1234 Heaven Highway Hamlet Road

Bismarck, North Dakota 58501