



OVERVIEW

The DiCarlo Distributors, Inc. (DiCarlo) Food Security Plan encompasses crisis prevention and management policies that protect product security on many levels. DiCarlo maintains and implements these policies and procedures to secure products from known and unknown chemical, physical, and biological hazards protecting public health, our employees and our business.

RISK ASSESSMENT

A Food Security Risk Assessment is conducted each year. The assessment is reviewed and updated before it is conducted to insure it is current. Required corrective actions to minimize risk will be implemented, as necessary and allowed.

MANAGEMENT OF PRODUCT SECURITY

Roles and Responsibilities

For this plan to be effectively implemented, the following roles have been established:

- John Yancigay, VP of Operations, has the ultimate responsibility for product security.
- DiCarlo Executive Committee supports the Food Security Plan, provide the appropriate resources to assess, implement and continually improve the plan.
- DiCarlo Management Team trains staff and monitors food safety and security practices.
- Human Resources Department properly screens applicants prior to hiring.
- DiCarlo employees are instructed to report any signs of tampering with product or equipment, other unusual situations, or areas that may be vulnerable to tampering to Management.

Management Commitment

- DiCarlo provides an appropriate level of supervision and training to all employees, including cleaning and maintenance staff, contract workers, data entry and computer support staff, and especially new employees. *All new employees are trained at orientation to identify and report suspicious activity to Management.*
- Management immediately investigates all information regarding suspicious activity and alerts local law enforcement about all suspected criminal activity.
- *Management checks and inspects their area at the beginning, during and end of their workday for signs of tampering with access areas, product and equipment and notify the Safety and Training Coordinator of all suspicious activity and the investigation outcome. The Safety and Training Coordinator maintains a file of this activity for patterns and follow-up. The Operations Manager conducts additional security checks of areas vulnerable to tampering or identified to have pattern of suspicious activity.*
- DiCarlo Managers and Supervisors are aware of their work areas, know who is and who should be on premises, and where they should be located.
- Management assigns specific shifts to employees and approves changes.
- Management informs Human Resources of employee information changes.