

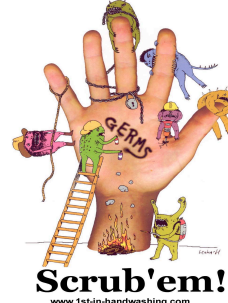
EMPLOYEE PERSONAL HYGIENE & GDP POLICY

All employees and Visitors must comply with the DiCarlo Personal Hygiene & GDP Policy to help keep our products safe and free from contamination. Contamination can come from many different sources, including everyone one of us who are involved, directly or indirectly, in food distribution. This is especially true of employees and visitors who come into the warehouse and/or are in direct contact with our products.

Vendors and contractors must provide ID before entering the warehouse, sign in and agree to follow this GMP Policy, wear the visitor's badge provided and work in their designated area. Visitors are not allowed to walk around the facility unescorted unless authorized by Management.

1. All employees must successfully complete Food Safety training as a new hire and on-going refresher training as instructed by management.
2. All employees must wear clean clothes and shoes.
3. In the Produce Checks area, employees working with exposed product material must also wear hairnets, aprons and sleeve protectors. Employees in this area must not wear fake fingernails, fingernail polish, jewelry, rings (except bands), or watches, etc.
4. Employees must use means to avoid contamination of their outer clothing when using the toilet facility.
5. Employees having an illness or communicable disease are not permitted in the warehouse.
6. Employees must wash and sanitize hands thoroughly before starting work and after leaving work area or touching something other than food items that are not clean or sanitary.

Germ Farm



Remember... the 20-second rule and use the hand sanitizer by the time clocks!



7. Eating, drinking, chewing gum and use of tobacco or electronic (vapor) products are not permitted in the warehouse.
8. Employees are responsible for informing management of deficiencies found within the procedures or warehouse that may present a hazard to personnel and product.
9. Employees may be expected to participate in monthly GDP self-audits and/or corrective actions.

GDP Self-audit consists of inspecting the facility (inside and outside) and reviewing paperwork to make sure we are operating safely and in accordance with our food safety policies. These audits often include a person from another position or department to get different perspective and educate others in food safety practices.