



PERSONAL HYGIENE & GDP POLICY

1. All employees must wear clean clothes and shoes, including new hires. This includes all employees who are required to wear uniforms.
2. In the Produce Checks area, clean footwear and outer clothing should be worn in that area only, and not outside the area. Employees working with exposed product material must wear disposable gloves, hairnets, aprons and sleeve protectors.
3. Employees working in the Produce Checks 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 – hang the outer garments outside the toilet on the coat hooks.
5. Vendors and contractors must work in their designated area and cannot walk around the facility unescorted.
6. If an employee is infected, has an illness, or a communicable disease they will not have access inside the warehouse.
7. 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.
8. Eating, drinking, chewing gum and use of tobacco or electronic (vapor) cigarette products are not permitted in the warehouse.
9. Appropriate controls are in place to prevent the contamination or adulteration of food products in the Produce Checks area.