



Initial Employee GMP Training

Welcome to Wiskerchen Cheese Inc. We manufacture safe quality food in this facility and we expect our employees to follow several food industry guidelines. The following is a basic introduction of rules you will be expected to follow.



Employees must maintain a high degree of personal cleanliness.

New/part-time employees will wear company provided tan uniform shirts & appropriate work pants. (ex. Jeans with no holes or bling on the pockets.) Uniforms will not be worn outside of the facility except for the outdoor patio. **Under shirts MUST NOT have buttons or hoods.**



Dedicated footwear must stay at the facility. These must have yellow shoe strings that are provided by the company. Rubber boots may be used instead of tennis shoes.



Hair nets shall be worn in all GMP areas. Ears must be covered by hairnets. All facial hair, including mustaches must be covered.

Hair curlers, hair combs and bobby pins are not allowed.



Barrettes, claws or bandanas may be worn under the hairnet. **Barrettes under 2"** are not allowed.

DO NOT keep food, foot ware, clean uniforms, lunches or lunch bags in your personal lockers.



Personnel working in the facility **MUST** wash their hands at the following times:



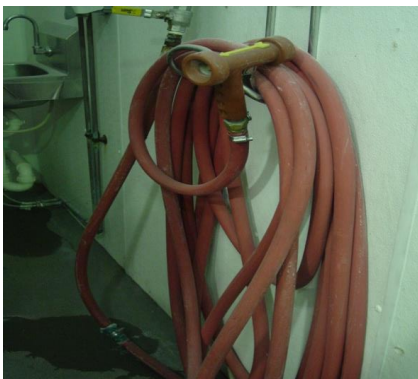
Any time you leave the restroom or break room.

Any time you enter a production or packaging area.



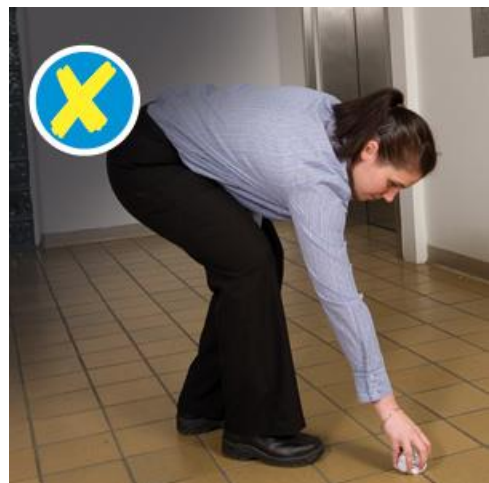
Before touching product or product contact surfaces.

Any time hands or gloves become dirty.



After touching a water hose.

After touching the floor or any item that may have fallen to the floor.



Prohibited acts within our facility:



No piercings above the shoulders or on any exposed part of the body. Tongue piercings are never allowed.



No jewelry, perfume, cologne, body spray or strong scented body wash.



No smoking or chewing tobacco outside of designated smoking area.



No false fingernails, decals, nail jewelry or nail extenders.



No chewing gum.



No eating or candy outside of break room.



No personal items (cell phone, wallet, money) in clothing pockets.

To prevent contamination, certain tools and equipment must be used **ONLY** for the intended purpose.



Black = Drains ONLY



Red = Raw Areas (Milk Intake)



Yellow = Environmental (walls, ceiling, floors, any **non-product** contact surfaces)



White = Product Contact Surfaces



Blue = Blue Cheese Product Contact Only

Training Confirmation:

I, the undersigned, hereby acknowledge that I have received and understand the Initial Employee GMP training material and understand what is expected of me. I understand that not following this training may result in disciplinary action and/or termination of employment.

Print Name

Date

Employee Signature

Date

HR Signature

I, the undersigned, hereby acknowledge that I have reviewed and understand the GMP expectations as outlined with Quality Assurance.

Date

Employee Signature

Date

QA Signature