



Good Manufacturing Practices January - Employee Practices

Updated: 2/23/16
Supersedes: 7/23/2015

Product Tampering

- ▣ It is the responsibility of ALL EMPLOYEES to ensure that our food products are safe for our customers.
- ▣ ANY intentional act by an employee which could render an ingredient, product or package unsafe for consumers will result in termination of employment.
- ▣ Legal actions WILL be pursued, including but not limited to criminal prosecution.

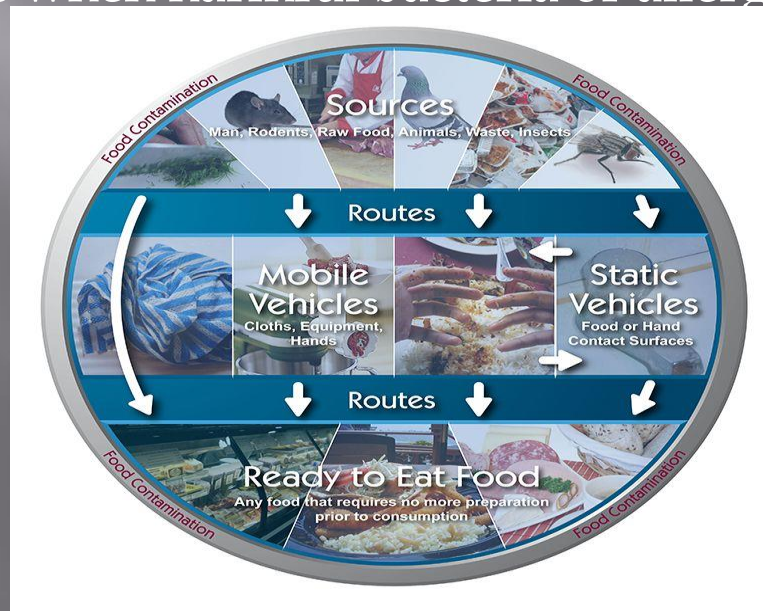
Product Tampering

- ▣ Employees who observe any intentional act which might compromise the safety of any ingredient, product or package are required to IMMEDIATELY report this activity to their department head or management.

Cross Contamination

Cross contamination occurs when harmful bacteria or allergens spread to food from:

1. Other Food
2. Surfaces
3. Hands
4. Equipment



The following are the steps and processes we have in place to prevent contamination from happening.

Personal Hygiene

- ▣ Employees **MUST** maintain a high degree of personal cleanliness.



Prohibited Acts

- ▣ To help prevent product contamination the following actions are NOT allowed in GMP areas of this facility:

Prohibited Acts

1. Eating and/or drinking outside of designated break areas or drinking further than 5 feet from the water bubbler.



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Prohibited Acts

2. Eating or taste testing product without authorization from Quality Assurance.



Prohibited Acts

3. Chewing gum, mints, candies and tobacco.



Prohibited Acts

4. Holding toothpicks, matchsticks, cable ties or other objects in your mouth



Prohibited Acts

5. Placing pens or cigarettes behind the ears.



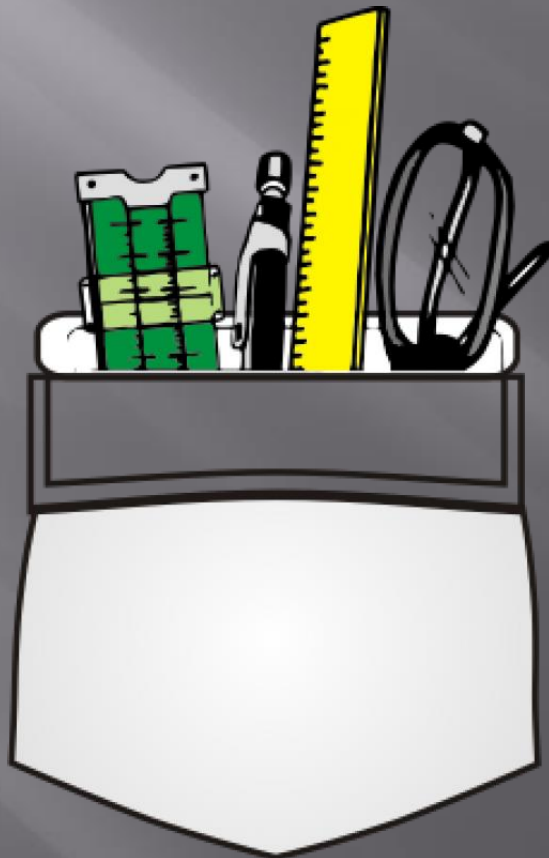
Prohibited Acts

6. Wearing false eyelashes or fingernails.



Prohibited Acts

7. No attaching items to belt or above waistline. (Keys, I.D. Badges, Pens)



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Prohibited Acts

8. No Spitting inside the facility, this includes the outdoor patio.



Prohibited Acts

9. Carrying pills or medication in clothing pockets.
(Exceptions require authorization and approval from the Quality Assurance Department)



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Prohibited Acts

10. Smoking inside the facility.



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Prohibited Acts

11. Wearing perfume, cologne, body spray or heavily scented body washes.



Prohibited Acts

12. Buttons, service pins or similar articles on uniforms, smocks or bump caps.



Prohibited Acts

13. Should not carry personal items (chap stick, cigarettes, wallet, money) in uniform pants pockets.



Visitor/Contractor

Visitors will wear gray lab coats. Anyone who is not employed or leased by the facility is considered a visitor.



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Visitor/Contractor

Contractors will wear blue coats. Any non-employee who provides services is a contractor.



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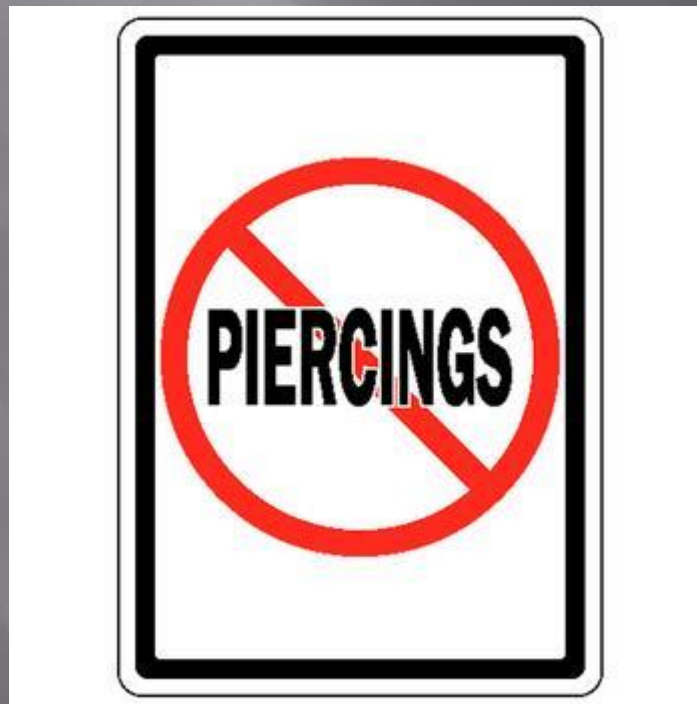
Visitor/Contractor

- ▣ Visitors/Contractors will follow all GMPs, as well as wear appropriate clothing and footwear.

Jewelry

Piercings/Rings and jewelry are not allowed above the shoulders or on any exposed part of the body.

Tongue piercings are NEVER allowed.



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Traffic Patterns

Employees must follow established traffic patterns and controls to prevent microbial cross contamination within the facility.



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Housekeeping

Littering and other poor housekeeping practices are not allowed. ALL refuse must be placed in properly identified containers.



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Lunch Storage

Lunches MUST be stored in the employee break areas.

Lunches must be completely enclosed in cleanable reusable containers or in single use packaging.

Employees will not disturb or consume any other employee's lunch.



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Lockers

Storage facilities of sufficient size to accommodate all reasonable personal items shall be provided to employees.

Personal lockers must be maintained free of trash and soiled clothing.

Shoes and boots shall be stored on designated shoe and boot racks.

Items NOT allowed in employee lockers include:

1. Shoes and boots
2. Gloves, aprons or sleeves
3. Empty/Full lunch bags or coffee cups.
4. Any uniforms
5. Food, beverages and tools.



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