



Initial Employee GMP Training

Welcome to Wiskerchen Cheese LLC. 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.

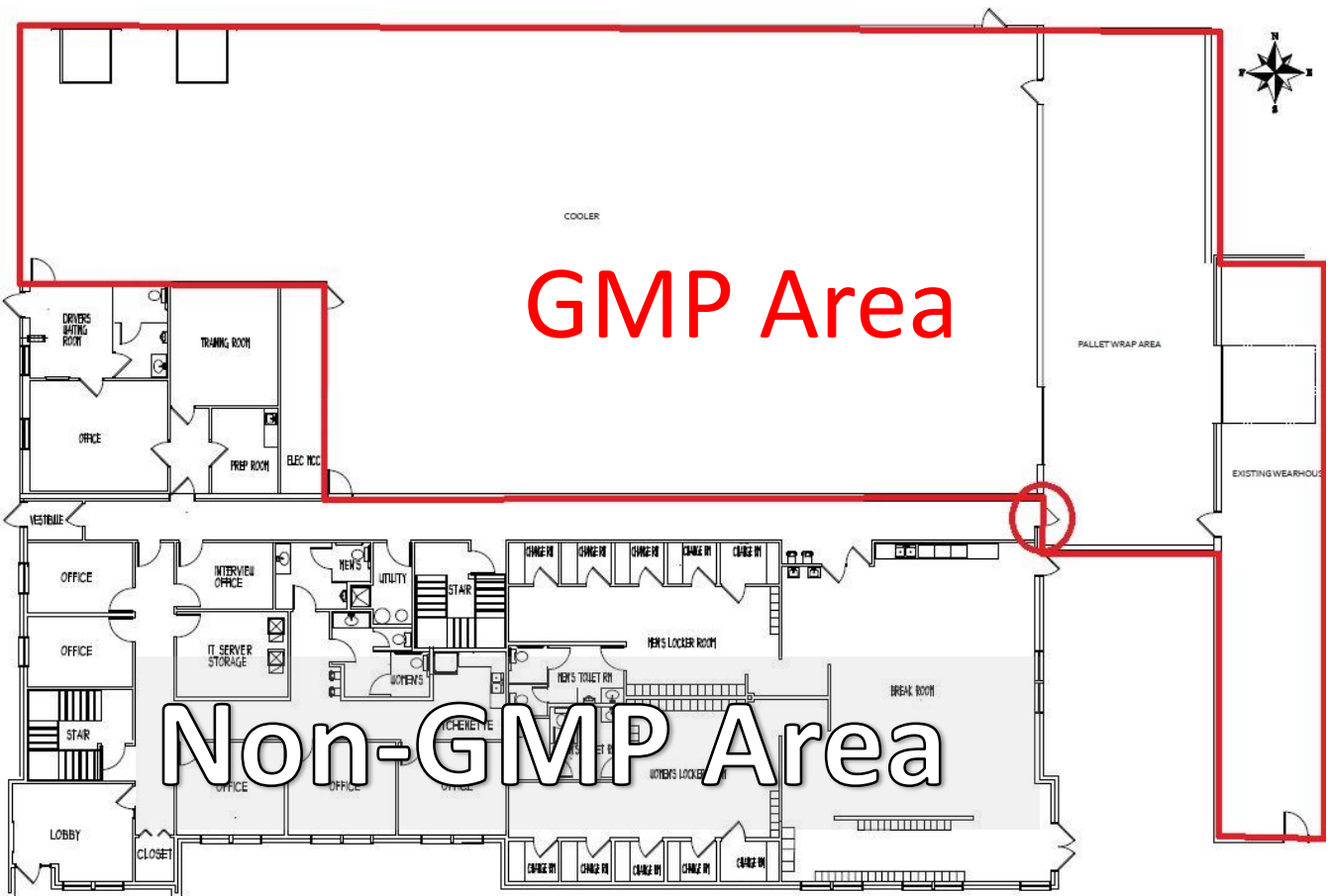
It is the responsibility of all employees to ensure that our food products are safe for our customers. ***Any intentional act by an employee which could render an ingredient, product, or package unsafe for consumers will result in termination and legal, including but not limited to, criminal prosecution.***

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. Any individual who fails to report this activity may also be terminated and subject to legal action.

Terms to Know:

GMP: Good Manufacturing Practices –Based on the FDA guidance CFR 21 section 117, provides for systems that assure proper design, monitoring, and control of manufacturing processes and facilities

GMP Areas: any area in the facility except front lobby, offices, employee entrance hallway, and the breakroom/locker room



Cross Contamination: the process by which bacteria or other microorganisms are unintentionally transferred from one substance or object to another, with harmful effect. This occurs when harmful bacteria or allergens spread to food from: other food, surfaces, hands, or equipment



Employees must maintain a high degree of personal cleanliness, including the elimination of odors, soils, and transferable extraneous material that could affect product or staff.

- New employees will wear company provided uniform shirts & pants.
- Uniforms will not be worn outside of the facility except for the outdoor patio.
- **Undershirts MUST NOT have buttons, pockets, or hoods.**
- Single-use, **disposable sleeve protectors** must be worn when in contact with product.
- These uniforms are provided, laundered, and maintained by Wiskerchen Cheese LLC. Employees will not launder their own uniforms.



- Dedicated footwear must stay at the facility. They shall not be worn outside of the plant, with the exception of the patio
- Shoes should be made as follows:
 - Fully Enclosed
 - Low Heeled
 - Sole groove depth must not be source of contamination
 - Sturdy enough to provide protection
 - Not allow passage of water into or out of the base of the shoe
- These must have yellow shoe strings that are provided by the company.
- Rubber boots may be used instead

- Safety glasses are issued by Wiskerchen Cheese LLC
- Safety glasses are required to be worn at all times when in GMP areas of the facility



Hair nets shall be worn in all GMP areas. Ears must be covered by hairnets. All facial hair, including mustaches must be covered. A mask is not a substitute for a beard net.



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

Bump Caps - Required for Production Employees

- To be worn over hair restraints
- Maintained and stored in a sanitary manner
 - Hooks are provided in the entry to the men's locker room
 - Initials go inside the cap for identification
- Labels or stickers are prohibited
- Cannot be used to store or carry objects



- Hearing Protection must be worn in the following areas, if in area longer than 5 minutes:
 - Blue Retail
 - Separator Room (Cream and Whey Hall)
- Protection devices must be secured by:
 - Ear Plugs – attached by a string and worn around the neck
 - Earmuffs – attached by a headband
- Hearing protection is provided by Wiskerchen Cheese LLC
- Employees are allowed to wear headphones in packaging rooms. Headphones are required to be purchased from Wiskerchen Cheese LLC. Headphones do not negate the requirement to wear hearing protection if required in that room.

Locker Rooms

Changing facilities are provided for all personnel in the designated locker rooms.

Locks are available for purchase in HR. Wiskerchen Cheese LLC must have code on file in case of emergency.



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

Separate uniform lockers are provided



Separate shoe racking is provided for both home and work-only shoes.

Bump cap hooks are provided to store bump caps, they are not to be stored in or on top of your locker.



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.



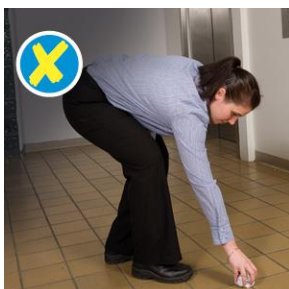
Before touching product or product contact surfaces.



Any time hands or gloves become dirty.



After touching a water hose or other non-food product contact surfaces (ex. Cardboard, pallet jacks, pallets).



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

Hand Washing and Sanitizing Methods

The steps listed below are required when washing hands and sanitizing hands/gloves:

1. Wet hands with warm water.
2. Apply soap. Lather soap by thoroughly rubbing hands together taking care to apply both rubbing action and soap to the entire surface area of the hands, including the wrists, back-sides of hands, and under/around the nail. *Scrub for a minimum of 20 seconds.*
3. Rinse hands completely.
4. Dry hands.
5. Put on gloves and sanitize, if not wearing gloves, sanitize hands.



Prohibited acts within our facility, subject to disciplinary action or termination



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 outside of the break room, including taste-testing product without prior approval from QA or management.



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



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



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



Red = Raw Areas (Milk Intake)



Black = Drains ONLY



Brown = Floor Brush ONLY



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.

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

Print Name

Date

Employee Signature

Date

HR Signature

Date

QA Signature