

Good Manufacturing Practices (GMP)

All persons working in direct contact with food, food contact surfaces, and food packaging materials shall conform to hygienic practices while on duty to the extent necessary to protect against contamination of food” This material should serve as a guide to minimum Good Manufacturing Practices standards during manufacturing. Please read, sign and understand it, and take reasonable measures and precautions to ensure the safety and quality of products manufactured at our plant.

Good Manufacturing Practices OBJECTIVES

- To produce safe and wholesome product through well-controlled operations.
- To comply with the **WORKPLACE QMS** & Food Safety Programs.
- To comply with **WORKPLACE** policy on Good Manufacturing Practices as detailed in **WORKPLACE DOC QAD 030**.

Good Manufacturing Practices

- Absolutely no jewelry, and other unsecured objects that might fall into food, are to be worn at work and **NEVER** worn in the manufacturing and packaging areas. This includes earrings, watches, rings, bracelets, nose-rings, etc. Leave all items at home.
- Please remove all items from all pockets.
- Safety shoes are required. Appropriate safety shoes must be clean and worn in the plant at all times to protect the feet and prevent slipping, tripping & falling.
- NO fingernail polish (not even clear), false nails, heavy makeup or perfume is to be worn in the plant at any time. Fingernails should be clean and neatly trimmed so that they may not be seen above the finger tips.
- Lab Coats (smocks), hairnets, beard covers **MUST** be worn at all times in the manufacturing and packaging areas. These will be provided by **WORKPLACE** individual assign at.
- Hair nets are to be worn with the front edge pulled beneath the ears. No hair is permitted outside of the restraint.
- Curlers, combs, bobby pins and barrettes are prohibited.
- Loose hanging clothing should be confined to minimize the chance of being caught in the machine. All hoodies must stay inside the smocks. Long sleeves should be rolled up.
- All employees must change their hairnet, lab coats (smocks) when entering any special requirements areas like “**NUT FREE**”, “**PEANUT FREE**”, “**HYGIENIC**”, “**TEMPERATURE-CONTROL**” and other facility. Special protection wear will be provided by authorized personal.
- Street clothing with beads and sequins must not be worn. Street clothes should be clean.
- **All WORKPLACE AREA** are **NON-SMOKING** facility. Smoking is not allowed anywhere in the building, if you chose to smoke you must leave the premises and go off property.
- Gum chewing is prohibited in the plant and on the property.
- No food, beverages, cough drops or candy is allowed in manufacturing and packaging areas.
- Employees are forbidden to bring in any nut and/or peanut containing product to the facilities.
- No food or perishable items are to be stored in the lockers
- Lunches are to be stored in the Lunch room and they need to be in closed containers.
- Only gloves issued by **WORKPLACE** may be worn
- Gloves must be changed anytime they become soiled, especially in product contact areas.
- If you are affected with cuts, boils, sores or infected wounds with exuding pus, or other bacterial infections, you should not be working in areas where food, food ingredients or food contact surfaces might come in contact with the infection.
- You must wash your hands regularly throughout the working day.
- You must wash your hands on entering the food packaging area before handling any food or equipment.

- You must wash your hands after combing or touching your hair.
- You must wash your hands after eating, smoking, coughing or blowing your nose.
- You must wash your hands after handling waste food or refuse.
- You must wash your hands after visiting the restrooms.
- You must wash your hands any time your hands may have become soiled.
- You must keep hands away from the mouth, nose, or scalp at work stations and while handling Ingredients or food products.
- Cell phones are not permitted in the production area
- All employees must practice good personal hygiene.
- Good housekeeping practices are to be maintained in all areas of the Plant
- Any product that contacts the floor or any non-sanitary surface must be discarded
- Please make yourself aware of your surroundings and know where your closet **FIRE EXITS** is located. If you are not sure where the nearest fire exit is located, ask your supervisor or line leader.
- If you are off work due to illness or communicable disease, you must report to Human Resource prior to being rescheduled for work.
- During working hours, should you become sick, immediately report to your team leader or your Supervisor? Gastric upsets in particular, such as vomiting or diarrhea must be reported before commencing work.