

	Document Name Good Manufacturing Practices (GMP's)		
	Document Number 3.2.1	Document Type Policy	Revision Date February 16 th , 2024

Description and Purpose

The purpose of this policy is to ensure compliance with current Good Manufacturing Practice (GMP) regulations.

It is the responsibility of all involved personnel at every level of the organization to act immediately if a risk of violating this policy is detected. Service Center Managers are accountable for compliance with this policy and the General Manager has final authority concerning any GMP issue.

Policy

As food packaging handlers, we have a responsibility to our customers to maintain high standards of food safety. To ensure only safe and high-quality products employees must follow all GMP's listed:

1. Personal Hygiene Requirements

Your personal hygiene is very important. All personnel working in the production area are expected to maintain a high degree of personal cleanliness. The following rules apply to you:

Cleanliness

1.1.1 Nails

- Keep fingernails clean and neatly trimmed. Dirty nails are a popular place for bacteria to hide and grow.
- Nail polish is not permitted in the production area. The polish may flake off and contaminate the product.

1.1.2 Hair

- You must wear a protective hair net or hat if you inspect or handle RPCs after the wash process. There must be no exposed or loose hair protruding from under a hairnet or hat.
- Men with mustaches or beards that exceed 1/2 inch in length must cover them fully with a beard net.

Jewelry

- All jewelry, including watches, must be removed when entering the plant.
- Plain wedding bands without stones or settings are allowed.
- This is not only to protect our products from contamination, but also to protect you from injury and/or the loss of a valuable possession.

1.1.3 Hands

Your hands can be the source of many microorganisms. The following rules apply to you:

You must wash your hands with soap and water located at each hand washing station:

- when starting work
- after break time
- after lunch
- after using the washroom (the number of bacteria on your fingertips double after using the washroom)
- after blowing your nose
- after handling garbage, after touching a pallet, skid, floor mat or picking up product from the floor
- or whenever your hands have become contaminated

Always dry your hands using the disposable paper towels provided or hand dryer. Never dry or wipe your hands on your clothing as it may be contaminated with microorganisms.

1.2.1 Protective Clothing

- Protective clothing provided must be changed daily and when necessary throughout the day.
- You cannot carry personal items such as **pens, knives, cellphones**, or other small articles in your uniform pockets.

1.2.2 Gloves

- Wash hands before putting on a new pair of gloves.
- Change gloves when torn, after touching garbage, and after touching your face or blowing nose.
- Change gloves as often as required to ensure food safety.
- Extra gloves are not to be carried in pockets of work clothes due to the probability of gloves falling unnoticed into equipment or finished products.
- All disposable used gloves must be disposed in the garbage cans provided.

2. Hygienic Handling of Products

These are precautions you must take to prevent the contamination of the product you are working with.

Precautions are listed below:

Conduct

Any behavior that could result in the contamination of product is prohibited. This includes:

- Eating, drinking, and chewing in the production area.
- Chewing gum
- Spitting
- Smoking
- Coughing or sneezing must be directed away from the product and must be blocked by shoulder or upper arm.

Hands

- Wash your hands frequently with hand soap using warm, running water for 20 seconds.
- Refrain from touching your nose or face.
- If you wear gloves, the same rules apply.
- Wash your hands after removing gloves and before applying new gloves.
- Hand-washing signs and proper techniques are posted in all employee facilities.

Floor

- Do not let clean tools or equipment, or your hands touch the floor unless proper cleaning and sanitizing procedures have been performed.
- Do not let cleaned RPCs and or packaging material touch the floor – ever.
- If a cleaned RPC contacts the floor, it must be put into rewash.

RPC Contact Surface

- Do not place boxes, buckets, or bags on RPC contact surfaces. They have been handled many times and have sat in unsanitary environments making them a potential source of bacteria and physical contamination.
- After washing, individuals who handle wet RPCs and have sensitivity issues with sanitizers used for food contact sanitizing should take special precautions to ensure they were proper protective gear.

3. Illness and Injuries

If you are ill or injured, you must report the situation to the Production Manager or Supervisor or QA designate immediately. The Production Manager or Supervisor or QA designate will assess each situation.

You must comply with the following rules:

- All cuts, sores, scratches, or other wounds must be covered with a waterproof covering such as blue band-aid which is firmly secure. The microorganisms from an infected cut are easily transferred to the products you handle. Gloves must be worn on top of band-aid or bandage.
- There must be no coughing or sneezing freely in the production area. Microorganisms are readily transferred by the spray droplets and mucous from coughs and sneezes. Block sneezes and coughs by using your shoulder or upper arm.
- If you block a sneeze or a cough with your hands immediately dispose of gloves, then wash and sanitize your hands.
- If you are suffering from or are a carrier of an infectious illness (i.e. vomiting or diarrhea, fever like symptoms) you must notify your supervisor immediately. You may not work in a production area.

4. Cross – Contamination

4.1 Protective Clothing

- Protective clothing is not to be worn in the lunchroom, washrooms or outside the building.
- Production vests are not to leave the production area and should be hung on hooks provided. This is to prevent cross contamination of foreign and potential harmful bacteria to the production area that could cause spoilage and/or food poisoning.

4.2 Limited Access / Traffic and Air Flow

- All doors must be kept closed.

4.3 Housekeeping

- Garbage must be emptied on a regular basis to prevent overflowing.
- The floor must be free of trash, broken pallets, spilled products, etc.
- A dry sweep is to be done if required during production.
- All products must be removed from an area if a wet wash is required during breaks.
- Pallets and plastic crates must be neatly stacked and must not be left up against a wall.

4.4 Tools and Equipment

4.4.1 Squeegees

- Use a squeegee to remove water from the floor.
- Never use a squeegee to remove water from food contact surfaces. This action would cause cross-contamination of bacteria from the floor to the food contact surface via the squeegee. Harmful bacteria can come into contact with the mix being handled on that surface resulting in early spoilage and potential food poisoning.

4.4.2 Rags

- Rags are not permitted. Rags harbor bacteria in the cloth material and over a short time the bacteria can multiply, and cross contamination can occur resulting in early spoilage and/or food poisoning.
- Disposable paper only to wipe food contact surfaces. Excess water can be removed by tipping the tabletop surface initially and then removing the water left by using the disposable paper towels provided.

4.5 Facilities

4.5.1 Washrooms/Change Rooms

- The washrooms are equipped with clean, modern washroom facilities. You are expected to help keep these facilities clean since they are part of our work home. Prior to using the washroom facilities, you must remove your protective clothing and hang it on the hooks provided at the designated location. This will eliminate any contamination of our work clothes as we enter the washrooms. Do not forget to wash your hands after using the washroom.
- The change room/locker facility is for street clothing and personal belongings and must not store any food, work clothing or equipment (i.e. gloves, aprons, etc.)

4.5.2 Lunchroom

- To maintain a food safe environment for employees to enjoy lunch and breaks, the lunchroom should be always kept clean and tidy. Personal coffee mugs, containers and utensils must not be left dirty in the sink.

4.6 Access

- Enter the building through the designated staff entrance.
- Proceed to change rooms and remove street cloths. Put on work clothes and put on production footwear and then proper uniform. Punch in your timecard and put on hair net.
- Proceed to wash hands.
- Exit is the exact reverse of the entrance procedure.
- Visitors must register at the reception desk prior to entry and must be accompanied by an authorized employee.

4.7 Chemicals

- Only authorized chemicals are allowed. (Read Chemical Control Annex -Approved Sources)
- When not in use, the chemicals must be stored in chemical storage in the designated area.

Acknowledgement

I hereby confirm that I have read and understood the policy. I understand that as an employee, it is my responsibility to abide by the company's policies and procedures. If I have questions about the policies and procedures, I understand it is my responsibility to seek clarification from the company.

Employee Signature _____

Date _____

Print name _____

HR Department: Place a copy of this signature page in the employee's personnel file.

APPROVALS

Owner Jaime Lopez	Job Title Director, Operations Excellence North America
Approval Frank Rivera	Job Title Managing Director, North America

REVISION HISTORY

Version	Description of change	Sections Affected	Issue Date	Owner
1.0	Release	All	February 12 th , 2024	Jaime Lopez