

Food Handling Policy

1. The designated “Food handling” areas are the “**P1**” processing room and “**P2**” grading room. Entry to the processing areas is through the designated personnel access doors only.
2. Personnel suffering from infectious diseases or are carriers of, any infectious disease, respiratory illness, fever, diarrhea or vomit shall **not** engage in food handling or processing operation. Employees with any type of illness shall report such health conditions to their supervisors.
 - a. Personnel with exposed cuts, sores, lesions, boils or infected wounds shall not be engaged in handling or processing food items or handling primary packaging materials or food contact surfaces.
 - b. Personnel with minor cuts, sores or abrasions which are not infected, have been treated with antiseptics and whose duties entail direct or indirect contact with food shall cover them with colored bandage or a suitable alternate waterproof, colored dressing. All covered with the proper disposable, powder-free gloves and/or outer garments.
 - c. Supervisors must ensure that employees handling food items do not have open or exposed sores or lesions on their hands.
3. Personnel inside the Food Handling areas or handling food must use a hairnet or similar device. The hairnet should cover the hair completely. Personnel with facial hair (mustache, beard) must use beard nets or similar device. This must be done before entering the plant.
4. Personnel inside the food storage areas, Food Handling areas or handling food are **not** permitted to wear accessories or clothing that could be a potential source of contamination to the product. Such items include but are not limited to jewelry (except a plain wedding ring), watches, earrings, bracelets, necklaces, pins, studs, sequins or accessories with decorative stones.
5. Personnel must wash hands thoroughly every time upon entering the food storage and/or food handling areas, when hands become soiled or contaminated, after smoking, after returning from breaks and lunches or returning from the rest rooms.
 - a. Must wash appropriately with soap and dry hands with paper towels or by a hand dryer.
6. Personnel must always wear disposable, Latex-free and powder-free gloves when handling food items or anything having to do with food contact (equipment, packaging materials). The Gloves must be changed as many times as necessary; upon re-entry into the food handling area, after each break, lunch, restroom break and when damaged.
7. Food items and/or packaging materials shall **not** be in direct contact with the floor. The boxes should always be stacked on a pallet. If a product falls to the floor or walking

- surface, it must be reported to the supervisor and the product must be placed in specified container to be disposed.
8. Staff shall not eat or taste any food item being processed in the food handling area.
 9. The wearing of false fingernails or fingernail polish is not permitted when handling food, even if they are covered by the use of gloves. In addition they must be as short as possible to avoid accumulation of dirt or contamination.
 10. All food items exposed to blood and/ or any other bodily fluids must be discarded or disposed of. Refer to "Blood/Bleeding Incident Policy".
 11. Any tools or equipment exposed to blood or any other bodily fluid must be thoroughly cleaned and sanitized prior to being operated again. Refer to "Blood/Bleeding Incident Policy".
 12. All food items probed with thermometers to measure the pulping temperature must be discarded or clearly identified.
 13. Quality Control or any other personnel that may require food handling directly in order to complete a specific work task must abide to this policy in its entirety.
 14. Knives for food processing or utility knives will be provided by Supervisors as they are required. It is prohibited to take any knife outside of the processing or repack area, the misuse of the knives or using personal knives in any process of the operation.
 15. No wooden utensils or equipment are permitted in any process inside the food handling areas.

Additional Repack (P1 & P2) applications

1. The lab coats are for use inside the food handling areas only. Employees must take off and hang the coats on the hangers and racks located inside the "P2" room by the hand washing station before exiting. Must be maintained in a serviceable condition and changed if excessively soiled.
2. Employees must avoid the use of lotions, strong perfumes because the fragrance can affect the product. The application of lip balm is permitted as long as these protectors are applied outside of the Processing or Grading area.
3. Personal belongings or clothing are prohibited from being kept inside the plant. These items must be kept inside the lockers provided and designated areas.
4. The use of cell phones and its accessories are prohibited inside "P1 & P2" rooms as well as product storage areas with the exception to Supervisors or with permission from the Director of the department. In such case the phone must comply with the company's Cellular phone policy. Employees may use their phones during break time, lunch or in case of emergency in designated areas.
5. If any machinery or equipment is not functioning properly, making strange noises or are missing parts, it must be reported to a Supervisor or Department Manager immediately.

***Product: fruits and vegetables packed in any style.

Policy Acknowledgment

I, _____ have reviewed the above listed Food Handling Policy and procedures.

I agree that I will follow the procedure as outlined. Failure to do so will be subject to disciplinary action.

Employee Signature: _____ Date: _____

