

DAN ANDREWS FARMS

Good Agricultural Practices Policy for Employees

In order to insure that we, the employees of DAN ANDREWS FARMS are providing the highest level of quality and safest product to our customers at all times, employees are required to understand, follow and enforce the company's rules listed below.

Prevention of Contamination or Adulteration

1. All ingredients and packaging materials are to be stored on pallets at all times to prevent contamination. No materials shall be stored on the floor at any time.
2. All ingredient containers shall be clearly marked as to their identity to prevent misuse. If a container is not labeled set it aside and contact management.
3. All machine lubricants, cleaning chemicals, sanitizers, etc. shall be stored away from ingredients and packaging materials in designated storage areas to prevent possible cross contamination.
4. Do not hold any objects, such as pencils, pens, or cigarettes, behind your ear at any time.
5. Any product or packaging materials, which fall onto the floor, shall be discarded.
6. Do not bring glass objects into the production or warehousing areas at any time.
7. Keep waste bins covered at all times.
8. Do not place food or drinks on packaging materials, ingredients, or finished goods. Food is allowed on roadways outside of the fields.
9. Walkman or personal stereos are not allowed in the production area as they must be handled by workers and cannot be sanitized.
10. All utensils, such as knives, spoons, etc., must be stored in designated areas when not in use.
11. No domestic animals in the field.
12. No children in the field.

Clothing and Garments

1. All employees shall wear clean clothing when reporting to work. Shorts, tank tops, or torn clothing are not acceptable from both a product quality and workers safety prospective.
2. No jewelry, including rings, brooches, watches, pins, and earrings, shall be worn in the production areas. The only exception being a plain gold wedding ring.
3. No articles whatsoever, such as pens, pencils, or thermometers, may be stored in upper shirt or smock pockets in the packing area.
4. Employees working in the packing area may not wear false eyelashes, fake fingernails, or finger nail polish.

Employee Hygiene & Disease Control

1. All employees are required to thoroughly wash their hands before starting work, after using the restroom, after touching any potentially unsanitary equipment or utensils, and after any break. Following washing, employees must use hand sanitizer.
2. Any employee with any signs of illness (sneezing, coughing, runny nose, or fever) shall not be allowed to work in the production area. Contact your supervisor and report your condition prior to reporting to work.
3. Any employee with open/or infected wounds or cuts on their hands or face should not work in the production areas. Wounds on hands must be fully covered with glove if employee is to work in the production area. All produce contaminated by blood shall be destroyed.

Eating, Drinking & Smoking

1. No food or drink is allowed in the production areas. Eating and drinking is allowed in designated areas only, which are defined by the company.
2. No chewing gum, tobacco, snuff, or using a toothpick allowed in the production areas at any time.
3. No smoking in the production areas at any time. Smoking is allowed outside in designated areas only.

I understand the rules for the good manufacturing practices for employees of Dan Andrews Farms and promise to abide by them as long as the company employs me.

Employee Name & Date

Company Management Representative & Date