

	DOCUMENT DESCRIPTION <b>Good Manufacturing Practices</b>	Document Number CS – 003	Effective Date 1/1/2010
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<b>Subject</b> <b>Corporate Policy</b>			

All personnel, while working in direct contact with food preparation, food ingredients or surfaces coming in contact with food shall wear clean outer garments, maintain a high degree of personal cleanliness and conform to sanitary practices to the extent necessary to prevent contamination of food products.

- Employees shall wash their hands before leaving restrooms/locker rooms, consuming food and as often as required to remove soil and contaminants.
- Employees handling food or food contact surfaces shall wear clean outer garments. Garments that shed fibers are not allowed.
- Employees shall not wear jewelry, wristwatches and rings. Plain wedding bands are acceptable. Items in shirt pockets are not allowed. Medical alert tags are allowed but require concealment under clothing.
- Food handling gloves shall be intact, clean, and sanitary and maintained in a sanitary condition.
- Employees shall be free of cuts, abrasions, boils, sores etc.
- Sanitary gloves shall cover bandaged injuries to the hand.
- Employees shall not consume food, chew gum or tobacco or smoke except in designated areas.
- Personnel shall not wear fingernail polish. False fingernails are prohibited. False eyelashes are prohibited.
- Employees shall not wear open toed shoes or sandals.
- Employees shall display good personal hygiene.
- Employees shall not store clothing or personal belongings in areas where food or ingredients/equipment are exposed.
- Employees shall not work with any communicable disease that presents a risk to the sanitation and safety of manufactured food products.
- Employees shall not wear body pierced charms and are considered jewelry.
- The use of cardboard, tape, and string etc. are not to be used. Temporary repairs such as these are not permitted.

#### CHANGE HISTORY

Change Date	Created/Changed By	Issue Date	Description of change