**Purpose:** This program is intended to introduce the employees, visitors and contractors to the principles of Good Manufacturing Practices as required by the Code of Federal Regulations (CFR) Title 21, Part 117.

**Policy:** It has always been the policy of Bergen Baking to provide our customers with the highest quality, safest products that have been processed and packed with pride by all of our employees. To assure the continued growth of our company, we must be certain not only to conform to all Federal and State regulations, but also to meet the ever-increasing demands of our customers.

**Scope:** This policy is in effect for all personnel working, visiting, or passing through the packaging and/or processing areas.

**Responsibility:** It is the responsibility of all employees, visitors, contractors, and the like to adhere to this policy as written. It is the responsibility of management and supervisory staff to enforce and monitor this policy for compliance. The SQF Practitioner provides oversight and guidance as necessary to verify and validate compliance.

**Procedure:**

**Personal cleanliness**

All employees shall have good personal hygiene, including routine bathing or showering, use of deodorant, and hair washing.

**Hands**

Hands and any portion of the arm that may routinely come into contact with ingredients, product, or food contact packaging are to be washed with hot / warm water and soap. Hand washing must be done before starting work, each time you leave the work area, after using the toilet facilities, and at any other time when the hands have become dirty or contaminated.

Fingernails shall be kept trim and clean. No fingernail polish, decals, inserts, false nails, or nail extenders are allowed.

**Gloves**

In addition to washing hands, company-issued gloves shall be worn when touching product after the ovens. Vinyl gloves shall be changed every time hands are to be washed, as outlined above.

**Hair and facial hair**

All employees and temporary employees must wear a company-issued hair restraint in areas where ingredients, finished product, and/or direct food contact packaging are open and exposed.

* Hairnets are to contain all hair (including bangs); It is to be properly worn, so that it covers the ears, and not extend below the shoulders.

Employees with noticeable facial hair must wear a beard restraint that effectively covers facial hair when in areas where ingredients, finished product, and/or direct food contact packaging are open and exposed.

Sideburns shall not extend below the earlobe.

**Clothing – Employees and Temporary Employees**

The uniform is to be clean and in good condition at the start of each production day

Temporary employees are to wear clean shirts/T-shirts that have sleeves, do not have pockets, and in good condition.

Shoes are to cover the entire foot, including closed toes and heels.

An exception from the above clothing guidelines is for visitors who are doing a casual walk-through of the facility.

Torn uniforms must need to be replaced by management.

**Jewelry**

Jewelry is not allowed in areas in production, packaging, or warehouse. Jewelry includes rings, watches, bracelets, earrings, necklaces, ankle bracelets, and so forth. Exceptions for jewelry include for medical alert devices (the preferred device being a necklace or ankle bracelet worn beneath clothing) and plain wedding bands (no stones).

Jewelry for body piercing, such as rings or studs, is not allowed if it can be seen (ears, face, tongue, etc.).

**Food / Beverage / Medication / Tobacco Use**

Eating, drinking, gum chewing, etc. is permitted only in the break room.

Tobacco use (smoke, snuff, etc.) is permitted only in the outside smoking area.

Food shall be stored only in the break room. Food may NOT be stored in lockers or any other location other than the break room.

Food shall be kept in sealed containers. Examples of sealed containers include zip lock bag, thermos carrier, screw top lid bottle, and so forth.

Medications (pills, syrups, etc.) are not allowed in the warehouse or manufacturing portions of the facility. Medications may be kept in the personal lockers.

**Injury or communicable disease**

Individuals with injuries to the hands must report the condition to the Supervisor.

The following illnesses or injury must be reported to a supervisor or manager:

1. Minor cuts, which are on the hands or arms, must be protected (the plant provides metal-detectable bandages), and then covered with plastic glove supplied by the company.
2. The following conditions can contaminate food, so, if you are able to work, you will be assigned a job where you will not touch open ingredients, product, or primary packaging materials.

* Infected sores or oozing skin conditions that may contact food, food contact surfaces, or product contact surfaces of packaging.
* An illness that is communicable through food (i.e., *Salmonella, Shigella*, *E coli 0157:H7*, or *Hepatitis A*)
* Diarrhea or jaundice

1. Individuals who have an ailment that can be communicated to other individuals through casual contact (such as measles or mumps) are not allowed in the facility.

**Phones**

Cellular Phones and headphones are not to be brought to the production/packaging area or warehouse. Phones may be stored in the personal lockers and used only during designated breaks. Managers may have phones for essential duties.

**Cameras / Recording Devices**

Cameras or other recording devices are not to be brought into the facility.

**Personal medication**

Personal medications are to be stored in your locker. No medicine (including cough drops) is to be taken into the production/packaging area or warehouse.

**Ingredient, Packaging, and Product Protection**

Ingredient containers and contents shall be inspected for any problems, such as insects, mold or signs of the container being wet, and so forth. These issues are to be reported to a supervisor immediately to determine if it is appropriate for use.

Ingredients (bags or boxes) are not to be stored on the floor, not to be walked on and not to be sat on.

Ingredients and packaging shall be kept closed to protect the contents.

Metal staples, twist ties, clips, or other metal connecting or closing devices are not to be used in production areas.

Ingredient or finished product containers are to be used only for the intended use.

* Square pails are NOT to be used for any other purpose.
* Ingredient pails may be used for other ingredients, but only if:
  + - They are cleaned and sanitized.
    - The original label(s) is covered or removed.
    - The new contents clearly marked on the drum.

**Chemicals**

Only chemicals approved by management are allowed within the facility. Chemicals include, but are not exclusive to hand cleanser, lotions, lubricants, insect sprays, and so forth.

Only chemicals that are labeled Acceptable for “Food-Grade” use are permitted in production areas during production periods.

**Containers and utensils**

Buckets, scrapers, brushes, and scoops are color coded for specific use. Each color is to remain segregated from each other at all times.

Hose nozzles (water and compressed air) must be kept off the floor at all times.

Utensils such as scoops are to be clean and in good condition. If a utensil shows signs of wear, such as cracking, replace it with a tool that is in good condition.

|  |  |
| --- | --- |
| White Containers, Scrapers, Scoops, Brushes | Ingredients/Food Contact |
|  |  |
| Red Containers | Ingredients/Food Contact |
|  |  |
| Beige Containers | Ingredients/ Food Contact |
|  |  |
| Grey Containers and 5-gallon Pails | Garbage, Maintenance, Lubricants |
|  |  |
| Yellow Mop Bucket | Restroom ONLY |
|  |  |
| Green Mop Bucket | All areas except restrooms |

**Allergens**

A small percentage of the population can have a significant allergic reaction (including death) to some food products. The Food and Drug Administration (FDA) has identified eight food sources that must be controlled and be listed on the label if present.

This facility has raw materials and finished products that contain these regulated allergens. It is crucial to follow the formulas exactly (only the ingredients outlined on the label are used), that the allergen controls are followed, and that the allergen change-over ensure that equipment is sufficiently clean(ed).

It is also crucial that you wash your hands after eating or when handling a different finished product. The nine allergens to be controlled are:

* Milk
* Eggs
* Fish
* Peanuts
* Shellfish
* Tree nuts (includes Coconut)
* Soy / Soybean
* Wheat
* Sesame Seeds

**Reporting Problems**

If you see problems with the equipment, tools, product, pests, or any other concern that you cannot immediately fix, report the condition to your Supervisor / Team Leader.

**Exceptions**

Exceptions may be allowed, only by management and in writing.

**Drug free workplace**

Bergen Baking is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

* This organization encourages employees to voluntarily seek help with drug and alcohol problems.

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization and while on organization property.

**Prohibited Behavior**

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants.

**Searches**

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of lockers, desks and workstations, and company vehicles and equipment.

**Drug Testing**

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in pre-employment, random, post-accident, reasonable suspicion and return-to-duty testing upon selection or request of management.

Any employee who tests positive will be terminated immediately.