

Fruit Supply Policy Document

Introduction

This policy outlines the guidelines for the procurement, storage, and distribution of fruits within the organization. The goal is to ensure access to fresh, nutritious, and sustainably sourced fruits while promoting healthy eating habits and maintaining food safety.

Scope

This policy applies to all employees, vendors, and stakeholders involved in the fruit supply chain.

Objectives

- Ensure the availability of fresh, high-quality fruits.
 - Prioritize sustainable, local sourcing.
 - Promote fruit consumption as part of a balanced diet.
 - Adhere to food safety standards.
 - Minimize fruit waste.
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1. Procurement Policy

1.1 Fruit Selection Criteria

- **Freshness:** Fruits must be sourced regularly to ensure optimal quality.
- **Seasonality:** Preference will be given to seasonal and local fruits.
- **Variety:** A range of fruits should be provided, including common and exotic options.
- **Sustainability:** Vendors practicing organic farming and sustainable packaging are preferred.

1.2 Vendor Guidelines

Vendors must:

- Provide certification of food safety compliance.
 - Deliver fruits in clean, uncontaminated conditions.
 - Maintain transparency regarding sourcing and quality control.
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2. Storage and Handling

2.1 Storage

- Refrigerated fruits should be stored between 1°C and 5°C, and dry fruits in well-ventilated areas.
- Stock should be rotated using the first-in, first-out (FIFO) method.

2.2 Handling

- Authorized personnel must handle fruits and follow hygiene practices, including wearing gloves.
 - Fruits must be washed thoroughly before preparation.
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3. Food Safety and Waste Reduction

3.1 Quality Assurance

- Fruits will be inspected upon delivery and routinely checked for freshness.
- Spoiled fruits must be discarded promptly.

3.2 Waste Management

- Fruit waste should be minimized by monitoring consumption and adjusting orders.
 - Unused fruits nearing expiration may be donated where feasible.
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4. Review and Evaluation

4.1 Policy Review

This policy will be reviewed annually or when changes in regulations occur.

4.2 Monitoring

Performance indicators, such as consumption rates and waste levels, will be tracked to ensure the policy's effectiveness.