1. **SCOPE**
2. This policy applies with no exception to all employees, auditors, contractors, temporary employees, or visitors in the TIULE, Pre-processing, Processing and Warehousing areas. All job specific Procedures, shall supersede this list of rules.
3. **PURPOSE**
4. The purpose of this procedure is to establish a GMP (Good Manufacturing Practices) policy. Compliance with this policy will prevent contamination of raw materials, products, and/or to the production areas by people who work or visit the areas where products are produced or where there is exposed raw material.
5. **DEFINITIONS**
6. ***Pre-Processing Area*** – Any area from receival to processing.
7. ***Processing Area*** - Any area within the plant where products are processed, manufactured and stored.
8. ***Approved*** - Means approved by the location.
9. ***Employee*** - Anyone who works at TIJULE
10. ***Contractor*** – Entities or employees of entities that perform work governed by a contractual arrangement between TIJULE and the entity and who are not directly controlled or supervised by TIJULE employees.
11. ***Visitor*** - Someone who does not meet the definition of an employee or contractor.
12. **WIP** - Work In Progress
13. **PROCEDURE**
    1. **JEWELRY POLICY**
       1. The wearing of chains, necklaces, bracelets, any type of ear rings, exposed body piercing, jewelry, finger rings and wrist watches are prohibited for any employee, contractor, supplier, visitor who enters the plant area of production, warehouse and maintenance.
       2. Visitors who are touring the plant are required to comply with the same policy requirements in section 4.1.1. The only exception for guests and customers is in the case of non-removable finger rings. In these cases, approved gloves must be worn.
       3. Note: Medical alert necklaces and/or bracelets may be worn if they are worn by non-production employees.
    2. **HAIRNET POLICY**
       1. TIJULE provides approved hairnets. Hairnets must be visible when worn.
       2. Approved hairnets must be worn in all areas where there is exposed product, raw material and in the production areas at all times. Employees who choose to wear caps or hats must also wear a hairnet.
       3. Hairnets must be worn in such a manner that all hair is completely enclosed by the net (two hairnets may be worn at the same time if needed). Hair curlers, hair combs and bobby pins are not allowed.



All Hair covered, use 2 hairnets if necessary

* 1. **BEARD NET POLICY**
     1. Approved beard nets are provided by TIJULE.
     2. Approved beard nets must be worn in all areas, where there is exposed product, or around any tooling in the production areas at all times by all personnel with facial hair, including mustaches. Sideburns must be trimmed and be no longer than the bottom of the ear.



Beard must be fully covered

* 1. **GLOVES POLICY**
     1. TIJULE provides approved gloves.

1. Employees performing packaging or inspecting product after processing must wear approved gloves. Gloves are issued upon request. Any product after processing which is not in a sealed package, that is touched or handled with bare hands must be discarded. Any product that is returned to the package must be handled with sanitary gloves. Gloves should be trashed and a new pair used when dirty or at a minimum of each break. When gloves are used, personnel shall maintain the hand washing practices outlined in 5.4.1. Disposable gloves shall be changed after each break, upon re-entry into the processing area, when damaged or when working with a different product or area. Non-disposable aprons and gloves are used until they are worn and then replaced. Aprons and gloves are not to be stored on or around packing line. They are to be stored in lockers before leaving the facility.
   * 1. The wearing of false fingernails or fingernail polish is not permitted when handling raw material, Work In Progress or finished goods product;
     2. Anyone who has any type of bandage, or any open wounds, boils or sores, on any part of their hands, must wear approved gloves in production areas, in maintenance area where there is exposed raw materials, WIP or finished product where approved gloves cannot be used or do not cover the whole affected area, the person has to be relocated to a position where he/she has no direct contact with product.
     3. Any employee shown at any time (either by medical examination or Supervisory observation) to have an apparent illness or open lesion (s) that may adversely affect food safety, shall be excluded from direct contact with the products, until the condition is corrected or determined by competent medical personnel not to jeopardize the product safety this person MUST remain excluded from direct contact with the product. All employees MUST report all health conditions that may adversely affect the product.
     4. Employees must report to their supervisor if they have any communicable diseases (cough, colds, etc.) and any rash, sores or cuts.
   1. **FOOD, DRINK & DRUGS POLICY**
      1. No foodstuffs (e.g. candy, gum, *cough drops*, food of any nature, soft drinks, etc.) are allowed to be stored, or consumed in any production areas, in maintenance area and in areas where there is exposed raw materials.
      2. Eating of food, drink, chewing gum, candies, are only allowed in designated areas. Eating of food or drink is not allowed in “Restrooms or Changing Rooms”.
      3. Any medication needs to be taken, must be done outside of production or warehouse areas.
   2. **CLOTHING POLICY**
      1. No article of clothing that has loose buttons, holes or is ragged and/or torn is allowed in production areas, in maintenance area and in areas where there is exposed raw materials.
      2. Personnel wear clean clothes, no article of clothing that could cause foreign material is allowed in production areas, and in areas where there is exposed raw materials.
      3. No sleeveless article of clothing is allowed in production areas, in maintenance area and in areas where there is exposed raw materials.
      4. No dangling article of clothing (e.g. belts, ties, except the office areas. For example: a button down shirt that is unbuttoned and is being worn in the style of a jacket.
      5. Only caps that are clean and in good condition may be worn in any area.
      6. Fully enclosed shoes must be worn in production areas, no open toes, or sandals are allowed.
   3. **HAND WASHING POLICY**
      1. Employees must wash hands thoroughly, at an adequate hand-washing facility before starting work and after using the restroom, and at any other time the hands may have become soiled or contaminated (e.g. after smoking, drinking, eating, cleaning etc.) prior to returning to work in any area.
      2. Using an anti-microbial agent, wash hands and all exposed skin on the arms thoroughly with warm water for a full 20 seconds. Rinse off all remaining soap and dry thoroughly using paper towel or air dryer then apply hand sanitizer.
   4. **MISCELLANEOUS**
      1. Shirt pockets must be empty while in production areas, and in areas where there is exposure to product.
      2. All personal property is stored in a designated area, including also articles such as, cellular phones, key chains, or wallets, cannot be clipped to person or their clothing.
      3. Personal communication devices such as cellular phones, text messaging devices, and personal computers (i.e., handheld, lap tops, or otherwise) are not allowed in exposed raw material and production areas.
      4. Communication to key personnel: For administrative and security reasons the following key personnel are granted permission to carry their cellular phone on their person in the factory areas: Factory Manager, Production Manager, Cold Storage Supervisor, Food Safety Coordinator and Cassava/Bammy Room Supervisors. Cell phones being used by these key personnel must not be used over open raw material and product. Proper hand washing procedure must be followed after use.
      5. Employees, contractors, and visitors, should maintain a high degree of personal cleanliness in all areas at all times, and avoid pens, Pencils or any other objects behind the ears that may fall into products
      6. Any article of makeup (such as false eyelashes) that could fall into raw material or product is prohibited from in production areas. People in contact with product should avoid the use of perfume, scented lotions, and/or aftershave.
      7. Only approved cutting devices may be used. The use of knifes with breakaway blade are prohibited in any area.
      8. Everything should be stored 18” from the wall and 6” off the ground on pallets, racks or shelves at all times.
      9. All lighting must be functional, clean and in good repair.
      10. TIJULE is a smoke free environment.
      11. Keep all gloves and other small items stored in their designated locations. Gloves and other small items are not to be stored around or near packing areas and are not to be stored around open conveyors or in the vicinity of product both finished and WIP (work in process).
   5. **EXTERIOR DOORS**
      1. Exterior doors must remain closed when not being used.
      2. All fork trucks should be cleaned as necessary, no oil, grease or debris located on or around the truck. The cleanliness of the truck should be determined during the safety checks.
   6. **GENERAL HOUSEKEEPING**
      1. Work areas shall be kept clean and free from clutter, which includes but is not limited to tools, gloves, rags, empty boxes, trash and miscellaneous debris.
      2. Always put tools away when not in use.
      3. Brooms, dust mops, mops, etc. must be kept outside direct production areas.
      4. Machines must be wiped down free of oil, grease and debris.
      5. Clean up spills, water, caps, and other debris immediately.
      6. All wash down hoses shall be stored on hose racks after use and not left on the floor.
      7. Report to factory or production manager when toilet is out of use.
   7. **ENFORCEMENT OF RULES**
      1. Compliance with this GMP Personnel policy is internally audited.
      2. Compliance with this GMP Personnel policy is enforced in accordance with the TIJULE disciplinary policy.
      3. Violations of this policy will be handled in accordance with the TIJULE Disciplinary policy.
2. **RECORDS**

Daily Sanitation Checklist

[..\..\..\FORMS\PRP FORMSSS\Sanitation\Daily Sanitation Audit Form.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Sanitation\Daily%20Sanitation%20Audit%20Form.docx)

1. **REFERENCES**

Visitors and Personnel Procedure

[..\Visitors and personnel\Visitors and personnel.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\Visitors%20and%20personnel\Visitors%20and%20personnel.docx)

1. **DOCUMENT CONTROL INFORMATION**

7.1 **APPROVAL AUTHORITY**

|  |  |  |
| --- | --- | --- |
| REVISED BY | APPROVAL BY | DATE |
| Food Safety Team | Food Safety Team | 3/31/15 |