

VISITOR POLICY & GUIDELINES

Last updated: May 11, 2017

All visitors to our facility include: guests, suppliers, and contractors



All visitors must enter the main office/front desk area. All visitors must wear designated clothing, head wear, and footwear when entering the food handling and processing areas. All visitors must be accompanied by an employee at all times while in processing, packaging, or warehouse areas. The accompanying employee will ensure that visitors follow the company's personnel practices program. Visitors must keep all production information confidential. Visitors entering processing areas must be 10 years old or older, no exceptions.

Allergen Warning: The facility tour includes walking through areas where the following allergens are processed: Peanuts, Soy, Wheat, Dairy.

WHILE IN THE FOOD PROCESSING AREAS, YOU MUST ABIDE BY THE FOLLOWING GUIDELINES:

- Visitors must be accompanied by a Breedlove staff member.
- Visitors must listen to the accompanying staff member's instructions at all times.
- No sleeveless shirts or blouses.
- No open-toed shoes.
- No short or long: dresses, skirts, or shorts. Legs must be fully covered. **Full-length pants are required.**
- No exposed jewelry can be worn unless they are covered with gloves.
- Hands must be washed thoroughly before entering processing areas.
- No cell phones or cameras are to be taken out or used during tour of processing areas.
- No eating, drinking, smoking, chewing gum or tobacco, spitting, or using medication is allowed.
- No horseplay. No pushing.
- No touching of machinery or product, unless instructed to.
- Anyone with a cut or open wound must cover the area with a waterproof protective bandage or glove.
- Anyone that has or shows symptoms of a disease or illness that can be transmitted through food is not allowed inside packaging, processing, and warehouse areas.

Symptoms include, but are not limited to: – jaundice – diarrhea – vomiting – fever – sore throat with fever – visibly infected skin lesions (ex: boils, cuts) – discharge from ear, eye, nose

Please sign your name below, stating that you have read and understand Breedlove Foods Inc.'s Visitor Policy and Guidelines. This signature also means that you will share our Visitor Policy and Guidelines with each visitor that will be with you from your organization/company on your designated meeting/tour date.

Printed Name

Signature

Date

Name of Company/ Organization