



## **BESTPAC LTD HYGIENE POLICY**

Bestpac UK Ltd requires all employees to present themselves in a professional manner with regards clothing, personal hygiene and appearance. This policy serves to clarify to all managers and employees the standards of dress and appearance considered suitable when in the workplace.

### **Bestpac UK Ltd (all areas)**

Smoking (including the vaping of electronic cigarettes) is strictly prohibited on site. Any breaches will be treated as gross negligence and subject to disciplinary procedures.

Employees are expected to maintain a high level of personal hygiene at all times and failure to do so will be brought to an individual's attention by their line manager.

Where a uniform is provided this must be worn at all times in the workplace unless agreed in advance with the respective line manager.

Uniforms should be regularly laundered in a manner to ensure cleanliness, in line with the Bestpac Laundry Policy (POL012).

### **Bestpac UK Ltd shop-floor production and warehouse (all areas)**

Outdoor clothing, mobile phones (unless permission has been granted by Management) and personal effects (bags etc.) must not be brought into the production area and should be stored in lockers provided.

No food, drink, chewing gum or tobacco, or foodstuffs other than water from purpose-made dispensers and/or by using disposable conical cups or spill-proof containers should be consumed on the shop-floor production area, and should only be consumed in the designated canteen.

A blue waterproof plaster must be worn over any cuts, grazes or sores. Where appropriate a finger stall and gloves should also be worn. All plasters issued need to be recorded in the Plaster Issue Log (BR119).

Clean protective clothing should be worn at the start of each working day and replaced more frequently should heavy soiling occur.

### **Direct Food Contact Paper Bag production area**

Direct food contact paper bag production staff should not wear, unless specifically stated and communicated by the company that they are permitted:

- wrist bands, wrist-worn devices or watches.
- jewellery (including piercings) on exposed parts of the body, with the exception of a plain wedding ring, wedding wristband or medical alert jewellery.
- nail varnish, and fingernails should be short and clean.
- false fingernails and nail art.
- excessive perfume or aftershave.

Direct food contact paper bag production staff must wash their hands upon entry to the production area regularly in a designated wash hand basin during the working day enough to minimise the risk of contamination, and especially after the following:

- after visiting the toilet.
- on entering and re-entering the bag production area.
- after eating, smoking, coughing, sneezing or blowing their nose.
- after handling waste food or refuse.
- after handling cleaning chemicals.

Where visitors cannot comply with site hygiene rules, suitable control procedures shall be in place (e.g., non-handling of product, use of gloves).

### **Medical screening**

Employees who require prescribed medications to be at hand whilst working in a restricted area, must inform the Shift Manager/Warehouse Manager/ Supervisor who will store any prescribed medications in the lockable Personal Medication box.

The company will make employees aware of symptoms, disease or condition which would prevent a person from undertaking their duties prior to the commencement of work. Any employees, contractors or visitors suffering from any of these will be prevented from site for as long as these symptoms persist.

Visitors and contractors will also be required to confirm that they are not suffering from any of the notifiable illnesses or conditions when signing in.

The symptoms, diseases and conditions applicable to employees, visitors and contractors include:

- skin, ear or throat conditions
- Vomiting, nausea, diarrhoea, stomach problems
- Flu, fever or cold like symptoms
- Salmonella or any similar condition
- Typhoid, paratyphoid or any similar condition
- Norovirus
- EColi

### **Protective clothing within the policy**

Direct food contact paper bag production staff should wear clean, torso-covering protective smocks upon entering the bag producing area, to be removed prior to exiting the direct food contact paper bag producing area. These should have no external pockets or buttons and should be laundered sufficiently and regularly to minimise the risk of contamination.

Paper bag production staff must wear hairnets and beard nets, completely covering their hair.

Suitable, clean footwear should be worn in the production area.