

JOB QUEST

Goods Manufacturing Practices (GMP)

RULES TO FOLLOW IN THE PLANT/WAREHOUSE

ALL employees must **ALWAYS** follow our GMPs while in the plant/warehouse:

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ATTIRE- NOT PERMITTED

- Jewelry/watch, optical glasses with rhinestones.
- False nails and nail polish (nails must be kept short, trimmed, and clean).
- Eyelashes: False or extensions.
- Strong perfumes and excessive makeup.
- Hair Clips /clothing with appliques or sequins.
- Shorts or torn jeans are NOT allowed.



HYGIENCE RULES

- Hands MUST be washed thoroughly every time when entering the production areas:
 - After all breaks
 - After using the restroom
 - After coughing or sneezing
 - After engaging in any activity that might contaminate hands
- NO eating, drinking (except water), chewing, spitting, or smoking in the plant/ warehouse.
- MUST wear uniform, hair nets/ beard nets (covering all hair and ears), gloves, mask (if required).



HEALTH AND SAFETY

- Safety shoes MUST be worn.
- Accidents MUST be reported.
- Any cuts or injuries MUST be covered by company's provided bandage.
- If you are sick, do NOT come to work. Inform your supervisor.



DO NOT bring peanuts in any form.



Alcohol, cannabis, and illegal drugs are strictly prohibited at company's property.



REPORT ANY ISSUES, SUSPICIOUS BEHAVIOUR, OR EVIDENCE OF TAMPERING TO THE SUPERVISOR

Acknowledgement: The training material has been delivered in the language understood by the employee and the employee's competency has been verified.

Training Date:

Employee Name & Signature:

Trainer Name & Signature: