

Clemens Food Group, LLC Visitor Agreement

Visitor Name _____
 [First] [Middle] [Last]

Visitor Company or Affiliated Entity _____

CFG Sponsor _____ Date of Visit _____

Purpose of Visit _____

Welcome to The Clemens Food Group, LLC (CFG)
We Hope You Enjoy Your Visit!

Purpose

This document is designed to notify you of certain items before you enter the premises. Your signature on the reverse of this document signifies that you have read and agree to the conditions as defined below. **You may refuse to sign this document in which case you will be denied entry to the premises.**

Food Safety

CFG is committed to the highest standard of quality in every aspect of our production process. It is our goal that every team member strives to achieve the standards of quality as is the expectations of our customers. When visiting food production areas, we ask for your cooperation in maintaining these standards by adhering to the instruction of your Sponsor.

Personal Safety

- a. Hazardous Substances Onsite
CFG maintains all Safety Data Sheets (SDS) for hazardous material onsite.

- b. Building Evacuation
In the event of an evacuation all visitors/vendors are the responsibility of their CFG Sponsor and will be evacuated according to CFG's Emergency Action Plan.

- c. Personal Protective Equipment (PPE)
Your Sponsor will provide you with the appropriate PPE required for the area you are visiting.

Non-Disclosure of Proprietary Information

Our premises contain trade secrets, manufacturing processes, research developments, engineering concepts, innovations, as well as other sensitive and confidential information including, but not limited to CFG's business, products, processes, operations, and techniques (collectively, "Proprietary Information"). During your visit to our premises, and through subsequent interactions, you might gain knowledge of such Proprietary Information, via our disclosure to you, or by other means. Any and all such information obtained by you must be held in the strictest confidence. Your disclosure to unauthorized persons/entities would subject CFG to potentially irreparable harm.

Possession of Weapons

Possessing or concealing a firearm or other instrument that is intended as a weapon while on the premises is prohibited.

Possession or Use of Illegal Drugs or Alcohol

Use, possession, sale or transfer of any illegal drugs or alcohol while on the premises is prohibited.

Solicitation of Team Members or Distribution of Literature

Visitors may not at any time and for any purpose solicit anyone or distribute any literature on behalf of any organization or cause on the premises.

Searches of Vehicle, Electronic Device and Person

CFG reserves the right to, at any time; perform inspections of packages, personal containers and property, electronic devices and vehicles on the premises. This includes a search of any electronic device used on the premises to take any photos, videos, and record conversations.

Electronic Recording Devices

Electronic devices used solely for the purpose of audio or video recording are prohibited anywhere on the premises unless their use for a specific situation has been pre-approved in writing by an officer of CFG.

Visitor Acknowledgment

In consideration of CFG granting me permission to enter the premises, Visitor agrees personally and, if applicable, as an agent for Visitor’s employer, the Visitor has read this document in its entirety and agree to the above conditions. Visitor understands that if he/she refuses to sign this agreement Visitor will be denied entry to the premises. This agreement will remain in effect until revoked in writing by CFG or Visitor. Even upon revocation, the obligations set for the herein remain in effect with respect to Proprietary Information obtained by Visitor.

I HAVE READ AND AGREE TO THE ABOVE CONDITIONS

Visitor Signature _____ Date _____

CFG Representative _____
[Print Name] [Signature] [Date]

For Team Members, Visitors & Contractors

Clemens Food Group is committed to meeting the highest standards of quality in every aspect of our production process. All individuals granted access to the facility must comply with CFG's Good Manufacturing Practices. This policy applies to all Production, Maintenance and Warehouse areas unless otherwise specified.

PERSONAL HYGIENE/HANDWASHING/PERSONAL CLOTHING & FOOTWEAR

- Each person must practice good personal hygiene including fingernails, personal footwear and clothing.
 - Fingernail polish or fake fingernails are not permitted unless covered with a glove at all times in exposed food areas.
 - Footwear and clothing must be clean and free of any contaminants and materials that may pose a foreign material or food safety risk.
 - Footwear worn in production, maintenance and warehouse areas must be clean and free of debris before entering locker rooms or any other non-production area to prevent cross-contamination.
 - Hoods from personal garments may not be worn on the head and must be tucked inside of the company issued outer garment in all exposed product areas.
 - A cold-weather cap may be worn for personal comfort, underneath of a hairnet.
 - Safety-tipped shoes are required in all production, warehouse and maintenance areas and hallways.
- Restroom Visits
 - After using the toilet, all soiled toilet paper must be flushed down the toilet.
 - No soiled toilet paper is to be placed on the floor or in trash cans.
 - Hands must be washed (with soap and water) prior to leaving the restroom.
- Any person with boils, open sores, or infected wounds prior to entering an exposed food area must report these conditions to the occupational Health Unit directly or to their Supervisor or Plant Contact.
- Hand Washing:
 - In areas with designated department hand wash stations, hands must be washed upon entry.
 - Hand-washing sinks are located throughout the facility. Hands must be washed whenever they become soiled, contaminated and/or pose a threat to food or product contact surfaces.
- Spitting is strictly prohibited in all areas
- Tobacco use is restricted to designated areas only

JEWELRY/FOREIGN MATERIAL CONTROL

- A plain wedding band (no stones) and medical ID bracelets are the only jewelry allowed in production areas:
 - Medical necklaces with long chains are preferred over bracelets, if needed.
 - Medical necklaces or bracelets may not be exposed outside of personal or company supplied garments
- No earrings, ornaments, piercings, studs, necklaces, bracelets, pins, watches, or other forms of jewelry are permitted in production areas.

CLEMENS FOOD GROUP-Hatfield & Coldwater Facilities – Good Manufacturing Practices

For Team Members, Visitors & Contractors

COMPANY SUPPLIED GARMENTS/UNIFORMS

- All Team Members, Visitors & Contractors responsible for handling exposed product or product contact surfaces must wear a clean company issued outer garment; and are required to wear a clean company issued outer garment while working in or visiting an active production area.
- Team members must store their outer garments in their departments' designated area when leaving the department for break.
- Team members and contractors may travel through an active work area without their company issued outer garment while leaving and returning from break. Team Members & Contractors are responsible to ensure they do not handle or contact any product or product contact surfaces, or otherwise allow their personal clothing to present a cross-contamination or foreign material hazard.
- Company issued outer garments are not required during inactive production times in all non-RTE areas. In RTE Areas: company issued/approved outer garments are required at all times.
- All outer garments worn by Team Members, Visitors & Contractors must be clean laundered at the beginning of each day/shift. Garments must be replaced when they become unsanitary or present an immediate physical, biological or chemical hazard to the personnel, product, equipment or facilities.
- Garments must be free of loose material and no items such as: pens, thermometers, pins, badges, etc., may be worn on the outside of the garment.
- New disposable garments may be used in place of any clean laundered garment at any time at the discretion of the area supervisor, FS/QA or other management personnel.
- Company supplied frocks or coats must be removed prior to entering any restroom or locker room.

PERSONAL BELONGINGS

- Personal food, food containers and lunch bags:
 - Must be stored in designated areas only and removed at the end of each shift.
 - Food, including: chewing gum, candy, and beverages may not be consumed or stored in any exposed food, production, and maintenance or warehousing areas.
 - Food, including: chewing gum, candy, and beverages may not be consumed or stored in locker rooms or restrooms.
 - All personal food waste must be disposed of in proper containers.
 - Any food or beverage transported through the main entrance hallway must be completely covered or in a sealed container.
 - Food or beverages may not be consumed in the main entrance hallway – only in designated areas.

HAIR COVERINGS

- Company issued hair nets and beard nets must be worn in any exposed food area.
 - Any beard or mustache that is not clean-shaven must be covered by a company issued beard net.
 - Hair nets must be worn over the ear to cover all exposed hair.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All PPE must be properly worn and maintained in its unaltered condition.
- All PPE must be cleaned and sanitized as needed to maintain sanitary condition.
- Earplugs must remain attached with the string.
- Only company-issued decals are permitted to be affixed to equipment or PPE
- PPE and food contact equipment/tools (including knives) must be stored in designated department storage areas. These items are not permitted to be stored in personal lockers.
- Product contact PPE and equipment/tools (including knives) must remain within the department during break times. These items are not permitted to leave the production areas.

WORK AREA and FACILITY HOUSEKEEPING/CLEANLINESS

- Everything has a place, everything in its place. Maintain your work station
- Dispose of all trash in designated trash containers only
- Follow department specific procedures for handling items that fall onto the floor.
- Department specific procedures:
 - RTE: (Ready to Eat) areas are Restricted Access! Do not enter unless you are authorized.
 - Your Department Management will provide information on any other procedure requirements for your job.

FOOD SECURITY

- Only authorized personnel are granted access to the facility.
- Your facility access is restricted to your assigned work area.
- All exterior facility doors must remain closed and secured.
- Each Team Member and business partner is responsible to immediately report suspicious activity to management.

I acknowledge that I have read and understand the CFG Good Manufacturing Practices outlined in this document, and I agree to follow the policies as outlined. I also acknowledge the importance of and accept responsibility for my own personal quality standards and personal hygiene practices. Failure to follow the above policies may result in disciplinary action or dismissal from the facility.

PRINT NAME: _____

SIGNATURE: _____

Team Member ID# or COMPANY: _____

DATE: _____