

## HYGIENE POLICY of TECNOCAP s.r.o.

Tecnocap, s.r.o., a supplier for food industry, aims for elimination of all sources of contamination and compliance with high hygienic requirements of food production. Product health is provided in compliance with the BRC/IoP Global Standard – Packaging, including definition of critical control points under HACCP system.

To achieve these objectives we have implemented the HYGIENE POLICY applicable to all employees, suppliers and visitors. The principles are described in detail in the Hygienic Code and in the regulation applicable to visitors and external personnel.

- All persons working in our facilities and visitors must respect local hygienic rules as well as principles of product safety for the customer.
- Employees, external personnel and visitors are required to wear approved and clean protective clothing.
- Wearing jewels and fashion accessories is forbidden in the production facility.
- Personnel working in areas with higher noise load are required to use hearing protection.
- Keeping and consuming food and beverages of all kind is not permitted within the facility, with the exception of dedicated and identified locations.
- Smoking, as well as using of electronic cigarettes and chewing tobacco, is forbidden in the facility with the exception of identified locations.
- Personal belongings must be kept at dedicated locations.
- All employees are required to keep their hands clean. Nail treatment is managed according to the hygiene zone in which the worker is.
- Any direct contact with the product is allowed only following thorough washing and disinfection of hands. Direct contact with the product is prohibited to external workers and visitors.
- In case infectious disease is diagnosed for any employee the employer must be notified of this fact through the employee's supervisor.
- Any cutting wounds and bruising must be immediately treated and recorded to the Accident Log.
- All employees are trained in hygienic rules.
- The company has implemented the pest protection system. Efficiency of the system is reviewed on regular basis. Employees are trained to inform their leader about higher incidence of pests.
- Doors and windows must be fitted with efficient measures preventing contamination from outside (minimization of opening due to dusting).
- Any risk material in production area must be kept under supervision and any breakage must be investigated and documented.

Signed in Střížovice on 5<sup>nd</sup> of June, 2017

Ing. Petr Ťopka  
Quality Manager

A blue ink signature of Ing. Petr Ťopka, consisting of several overlapping loops and lines.

Dott. Alfonso D'Agostino  
CEO

A blue ink signature of Dott. Alfonso D'Agostino, featuring a cursive style with a large, sweeping flourish at the end.