

## TEN GOLDEN HYGIENE RULES

1. When entering production areas, protective working clothes and personal protective equipment have to be worn, hands have to be kept clean. Hygiene zones are determined in the site plan. Determined clothes have to be kept clean and can only be used on the company's premises.
2. **Smoking, using electronic cigarettes, chewing of gum or tobacco, storing and consuming foods and drinks** in production and non-production area is strictly prohibited with the exception of designated areas (kitchenette equipment with fridge, smoking areas, established drinking corners). Only pure water in plastic reclosable container is allowed in drinking corners.
3. Personal items (handbags, cell phones, money etc.) have to be left in changing rooms kept in lockers. Watches and jewellery (rings, earrings, chains, bracelets, piercing etc.) are not permitted in the production area.
4. In production area in the space around production lines must not be left lying objects that aren't used for productive activities. Especially items not registered in Register of Risk Materials, f.e. not authorized knives, scissors, glass or other objects (glasses cases etc.), clips, drawing pins, pins, crumpling magnets, glasses case are prohibited. Working tools necessary for setting and repairing production lines have to be kept in assembly trolleys.
5. Only equipment necessary for production is allowed in the space around production lines.
6. All employees permanently exposed to high noise levels have to wear hearing protection.
7. All employees have to pay attention to personal grooming and cleanliness. In green zone, which is the cleanest one, painted and plastic nails are prohibited or gloves have to be used. In yellow (clean) and blue (combined) zones, well-tended and painted nails are allowed. Plastic nails are allowed just in the red (civil) zone. Beard must be well-groomed. Hands have to be cleaned before coming to the workplace, after eating, smoking, using of toilets or after another contamination. In the area without washbasins a disinfectant must be used.
8. Products are intended only for customers and may not be used for other purposes.
9. With respect to general quality and food safety and to keep product clean it is necessary to pay attention when manipulating with materials for production; a stretch foil has to be used. It is prohibited to step or walk on bundles. Employees have to respect rules protecting the company against pests (mouses, insect, birds etc.) and against dust. Their higher appearance has to be reported to superior.
10. Final products and isolated products have to stay in closed carton boxes in order to be protected against contamination and damage. Protection of final product has to be ensured also during production. Closed covers of conveyors prevent possible contamination. If contamination or risk of contamination of raw materials, semi-products or final products occurs by biological, physical or chemical factors, employee has to inform immediately his superior.

Strážovice, 5.6.2017

Ing. Petr Topka  
Quality Manager



Dott. Alfonso D'Agostino  
General Director

