1. **[Company Name]** is committed to having an effective personal hygiene programme in place for all employees, contractors and/or visitors based on the requirements stated below in order to minimize any contamination of our products through poor personal hygiene practices:

1.1 South African Standard SASN 10049:2012and the,

1.2 South African Regulation Governing General Hygiene Requirements for Food Premises and the Transport of Food (R962).

2. This will be achieved by ensuring that the following is adhered to:

2.1 All personnel will undergo a training programme in personal hygiene. This programme will be repeated every year.

2.2 All new or temporary personnel will undergo an introductory training programme in personal hygiene.

2.3  **[Company Name]** will provide personnel with the necessary facilities to ensure personal hygiene; change rooms with lockers, ablution facilities, eating and drinking areas as well as a designated smoking area outside the processing facility.

2.4 Personal hygiene checklists will be implemented on a daily basis.

2.5 Hand washing and sanitising facilities will be available in the ablution area and entrance to the processing area.

2.6 After visiting the ablution facility, sneezing, coughing, eating, smoking or on re-entering the manufacturing area, each employee, contractor and/or visitor shall wash and sanitise his/her hands.

2.7 Clean, protective clothing will be provided to all personnel working in the factory and this will be changed every third day.

2.8 The protective clothing will consist of over coats with long sleeves and will have no external pockets above the waist.

2.9 Gumboots will be cleaned at the end of each shift and sanitised on entering the facility.

2.10 Foot wear will be replaced when needed.

2.11 No protective clothing will be worn outside the manufacturing area.

2.12 Hair nets must cover all hair and must be worn over the ears.

2.13 All hair nets that are removed on leaving the manufacturing area must be replaced by new hair nets.

2.14 All personnel including the distribution personnel will sign the Personal Code of Conduct.

2.15 All jewellery must be removed before entering the factory. Exceptions will be made for management doing a walkthrough inspection.

2.16 All personnel will report illnesses, in terms of illness agreement.

2.17 All personnel will report cuts or wounds on the hands and arms to management and a plaster will be issued as per the plaster and blood spillage policy.

2.18 All personnel with beards will be provided with a beard cover.

2.19 The use of cell phones is not permitted in the production area.

2.20 No eating, smoking, spitting or chewing is allowed in the manufacturing area. Smoking is restricted to designated smoking areas only.

2.21 Personnel will not sit on or lean against any equipment used in the manufacturing area.

2.22 All personnel, contractors and/or visitors will comply with the Employee Code of Conduct.

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| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |