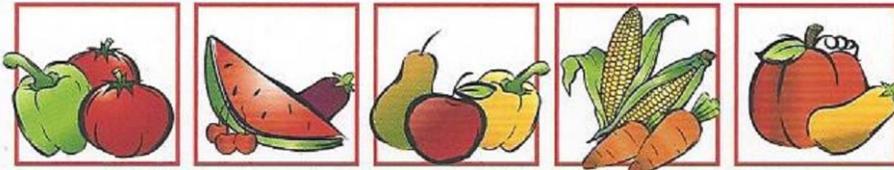


IMPERIAL'S GARDEN



Packing House Policies

Good Manufacturing and Hygiene Practices

The following good manufacturing and personnel hygiene practices have been established and communicated to all employees as a mandatory rule:

- Wash hands thoroughly with soap and warm water, and sanitize, before starting work, after each absence from the work station, after using the restroom, after breaks and at any other time when the hands may have become exposed to soil or contaminated.
- Maintain adequate personal cleanliness. Keep hair tied or short, trimmed and clean fingernails, and, if gloves are not used, free of nail polish.
- Smoking, eating or drinking is not allowed in work areas.
- Personal items are not allowed in work areas (bags, purses, jewelry, watches, musical dev., etc)
- The use of cell phones is not allowed or any electronic devices while working.
- Wear outer garments and remove all items from top outside pockets.
- Remove all protective and outer garments and store them in a designated area when on break and before using the restrooms.
- All minor cuts and wounds must be covered with waterproof detectable blue bandages with metal strip.
- Report any cuts and/or any illnesses that might be a contamination risk to the fresh product.
- Any person showing boils, sores, open wounds or exhibiting signs of food-borne illness must be excluded from operations involving direct and indirect food contact.
- No animals allowed

- No children or infants allowed
- Employees will stay at their designated area of operations.
- Produce boxes, lugs and bins are only used for produce
 - No cross contamination
 - Mark “X” on unused cases
 - Non-solid plastic bins are used only for produce
 - Boxes and lugs must be on a pallet at all times

When in direct contact to food:

- Wear gloves. (If gloves are taken home, employees need to discard it. Only use latex free gloves)
- Wear hats or hairnets.
- No jewelry is allowed, except a plain wedding band.

Corrective Actions

All employees must follow the GM&HP as mandatory rules. If any employee is not in compliance and breaking the food safety rules the following corrective actions must be taken by the immediate supervisor:

- Remind the employee of the rule being broken
- Employee must correct behavior and leave the facility if not able to fulfill the food safety rules (i.e. if he has not reported he is sick)
- Verbal warning for non-complying to the food safety rules
- If reoccurrence, a first written warning will be issued
- If second reoccurrence, a second written warning will be issued and employee will be suspended
- If third reoccurrence, employee will be terminated
- In case of a non-compliance visitor or contractor, the person will receive a verbal warning and will be requested to take a corrective action according to the situation; if the person does not follow the instructions given by the Supervisor or area Manager, the person will be requested to leave the facility.
- If animals is found around the Packing House corrective action will be in accordance with **3.12.2 Field Policies**

Sickness Reports / Return to work policy

When an employee has reported sick/illness, the Supervisor or area Manager must fill a sick/illness report, and the employee will be authorized to return to work if:

- Employee meets the GM&HP stated above and no signs of illness are detected, and/or

- Employee presents a doctor's note stating that he/she can safely return to work. The return to work policy has been communicated to all employees as part of the GMP training program.

General Rules for Glass

- All lights with the production, storage and maintenance areas are protected in some manner. Where Teflon coated bulbs have been used, copies of invoices have been retained.
- No glass items are stored in the storage, production or maintenance areas.
- Glass items are allowed in the break room only – these do enter the production, storage or maintenance areas.
- Staff is not permitted to bring glass into the storage, production or maintenance areas.
- Glass thermometers are not allowed inside the storage and production areas.
- Windows inside the production, storage and maintenance areas are either made of plastic or have been laminated.
- There are no glass skylights in the facility.