

FMS FOILS GROUP

COMPANY HYGIENE CODE OF PRACTICE

Introduction

The highest standards of cleanliness, personal hygiene and housekeeping are required on all FMS Foils Group Limited premises. This company supplies safe and legal High Hygiene Risk Category packaging that comes into direct contact with food products or other designated hygiene-sensitive products. Those include products that are consumed, applied to the skin or intended for infants. Our company's packaging products must be protected in order to prevent the sale of contaminated product to the public.

FMS Foils Group Limited are committed to maintaining certification to the BRC/IOP Global Standard for Packaging and Packaging Materials ('The BRC Standard'). All employees are provided with access to that Standard and are expected to remain aware of and to comply with the requirements of the Standard (Issue 6).

The following document is issued as a guide to the practices that are required in our packaging manufacturing facilities.

It is important that all personnel employed on these sites and any visitors or contractors are made aware of their responsibilities and that they comply with this Company Hygiene Code of Practice, as well as the Visitors and Contractors guide (HMS010A).

The Technical Manager is the Designated Manager for the purposes of the BRC Standard. The Technical Assistant is the Designated Deputy Manager for the purposes of the BRC Standard and provides support and cover for absence as required by the Standard.

The Technical Manager is responsible for the control of the FMS Foils Group Product Safety and Quality Management System implementing the BRC Standard, and for all decisions concerning the interpretation of that Standard.

Protective clothing and footwear – all production areas

1. All personnel entering the factories for any reason must wear the appropriate protective clothing, which is provided by the company. Protective clothing must be clean, worn in the correct manner and kept in a good state of repair. Employees' own garments (jumpers, cardigans etc.), if worn, should be on the inside of the protective garments and fully covered.
2. Protective clothing should be kept on the premises, should be changed at least weekly and must not be worn to and from home.
3. Company issued hairnets must be worn correctly to provide adequate covering of scalp hair. Hairnets must be put on before other protective clothing.
4. Beard snoods are available and these must be worn to cover beards in production areas. A beard is defined as any facial hair growth. Beard snoods must be put on before other protective clothing.

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5. Company issued outdoor wear must be stored correctly in designated areas when not being used.
6. The correct protective clothing, including hairnets, must still be worn when out of hours working is taking place, e.g. cleaning activities or stocktaking.
7. If gloves are required then they must be constructed of materials approved by the Technical Manager that will not pose any problems to staff or packaging, e.g. non-latex to reduce allergen risk. Gloves must be suitable for the task being completed, if in doubt refer to the Technical Manager. Gloves must be of a sufficiently bright colour that they can be easily spotted and should be changed frequently; if disposable they should be changed after each use.

Personal hygiene

1. All personnel should present themselves for work at all times in a clean and tidy fashion with a high standard of personal cleanliness. Employees with moustaches and/or beards are required to keep them neat and tidy and to wear snoods so that they cannot contaminate product.
2. Disciplinary action, including immediate suspension from work, may be taken against individuals who, in the opinion of the Technical Manager, fall below the required standard of personal hygiene.
3. Only a plain wedding band may be worn in production areas. The wearing of sleeper earrings, watches, bangles, bracelets, necklaces, chains, cuff links, stoned rings, etc. is prohibited. The Technical Manager may grant permission for bracelets of approved design to be worn on medical grounds.
4. Fingernails must be kept short, clean and free of nail varnish in production areas. Cotton or nitrile gloves are available for visitors with long nails or nail varnish.
5. The excessive wearing of strong after-shave or perfume is not allowed in production areas, nor is the use of perfumed hand cream.
6. The handling of coins is prohibited in production areas.
7. Before entering any of the factories, all personnel must wash their hands at the hand washbasins using the liquid soap provided. Hand-washing should always be carried out:
 - before starting work
 - after visiting the toilet
 - after breaks
 - after smoking.
8. Hands must be sanitised using alcohol gel or antibacterial wipes in production areas:
 - after using a handkerchief
 - after any task where the hands become soiled
 - after touching ears, eyes, nose or any skin infection when handling product

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- and regularly throughout production.
9. The following are examples of unhygienic habits which are forbidden in production areas:
- spitting
 - scratching your head
 - scratching or picking spots
 - picking your nose
 - coughing or sneezing on product
 - coughing or sneezing into hands and then handling product without first washing and wiping hands
 - using hand washbasins for washing anything except hands and forearms.
10. Production personnel must store personal belongings such as purses, handbags, coats, hats, newspapers, tobacco, hand cream etc. in the lockers or racks provided. Personal belongings (including mobile phones) must not be taken into production areas unless management permission has been given in individual cases.
11. Personal clothes and shoes etc. should be placed into the lockers or racks provided and must not be left lying on tops of the lockers or on the floor.
12. Factory clothing must be placed into the lockers provided and not onto the racks provided for personal items.
13. Company issued shoes must be placed in the space provided underneath lockers.

Medical

1. Any employee diagnosed by a doctor as having or carrying any foodborne disease or any other contagious infection must report to the Technical Manager upon arrival for work and must not enter a production area unless permission has been given.
2. All cases of gastric upset causing sickness, vomiting and/or diarrhoea must be reported immediately to the Technical Manager.
3. If you have been in contact with anyone (e.g. family or friends) suffering from vomiting, diarrhoea, gastroenteritis, food poisoning or any infectious diseases then you must report immediately to the Technical Manager.
4. Any employee returning from holiday abroad with any of the above symptoms must report to the Technical Manager before commencing work.
5. All sores, boils, abrasions, infected areas, running noses or ears should be reported to the Technical Manager.
6. When any of the above is reported, it is the responsibility of the Technical Manager to decide what action is required.

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7. Personal medicines must not be taken into production areas unless specific permission has been given by the Technical Manager in cases of serious medical conditions. Medication should be stored in personal lockers or in own vehicles.

First aid

1. Employees who cut or injure themselves at work must report immediately to a company first-aider or an appointed person.
2. Clean wounds should be covered with a blue plaster by a company first-aider or an appointed person. If necessary, a fingerstall or disposable glove should be used to cover any dressing.
3. Personnel arriving at work with a non-prescribed wound dressing must have it checked, and replaced if necessary, by a first-aider or an appointed person.
4. Any loss of wound dressing must be reported immediately to the line supervisor or manager (see Contamination Control Procedure HMS011).
5. All accidents must be recorded in the accident book as soon as possible. The accident book is kept in the Technical Manager's office unit 1 or in the designated document holders in other units (Unit 2 and WW).

Foodstuffs and drinks

1. Production personnel may consume food and drinks (other than water) only in the designated rest rooms. Non-production personnel may consume food and drinks in the designated production areas.
2. Factory protective clothing must be removed or adequately covered with a clean company approved over-garment during breaks outside of production areas to prevent contamination of factory clothing (contamination hazards include microbiological, physical, chemical, and food allergens).
3. All items of foodstuff (including sweets, medicinal lozenges or chewing gum) are prohibited in production areas.
4. Drinks are prohibited in production areas, with the exception of Company-supplied capped bottles, numbered as per the knife register, containing water only. Water must be consumed one metre away from any work in progress.

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Smoking

For the purpose of this section “smoking cigarettes” means “smoking both encapsulated and electronic cigarettes.

1. In the interests of hygiene, health and safety, smoking is strictly forbidden from all parts of the premises with the exception of the designated ‘smoking area’, which is outside the main factory building and behind the car park.
2. The designated ‘smoking area’ must be kept clean and tidy by the individuals who use it. A nominated smoker and deputy remain responsible overall for housekeeping of the ‘smoking area’.
3. Cigarette ends must always be placed in the receptacles provided and must not be stubbed onto the ground where they could be taken into any of the factories on the soles of shoes, etc.
4. Factory protective garments must not be worn when smoking, unless covered with a clean company approved over-garment.
5. The company will continue to review its policy on smoking and the provision of appropriate facilities.

Glass/bottles/brittle plastic

1. Glass or brittle plastic of any description must not be brought into production areas due to the seriousness of product contamination if a breakage should occur.
2. If for any reason there is a breakage the incident must be reported immediately to a Manager (See Glass and Brittle Plastic Control Procedure HMS012).

Knives and blades

1. Personnel remain fully responsible for the care and secure storage of any knife issued to them.
2. Personnel must not take their knife off the premises under any circumstances.
3. Any loss or damage to the knife or knife blade must be reported immediately to the line supervisor or manager (see Knife and Blade Control Procedure HMS013).

Pests including animals and birds

1. Bringing of animals or birds onto factory premises or encouragement of birds or animals (e.g. by putting out food) is forbidden.
2. Any spillage of foodstuffs or waste must be cleaned up as soon as possible to prevent attraction of pests.

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3. All waste food material should be suitably contained and placed into a lined and lidded waste bin as soon as possible.

Stationery

1. Loose fastenings such as drawing pins, staples, rubber bands, paper clips, pins, etc. are not allowed in production areas.
2. Single-sided adhesive tapes should not be used on production equipment or to attach permanent notices in production areas. Any notices should be laminated or enclosed in clear plastic wallets. These should be attached with double-sided sticky tape or with a bulldog clip.

Contamination

1. Waste materials should be placed in the proper waste receptacles provided and not left lying around in any of the factory premises. A 'clean as you go' policy must be maintained.
2. The use of any materials or any working practices likely to cause product contamination in any production areas (e.g. staples, cardboard engineering, etc.) must be brought directly to the attention of a Manager.
3. It is the responsibility of every employee to report immediately to a Manager the discovery of contamination in any area of the manufacturing facilities or any incident that constitutes a risk to product and/or to personnel (see Contamination Control Procedure HMS011).
4. If for any reason an employee believes that contaminated product may have been despatched to customer(s) then they must report the incident immediately and directly to a Manager (see Product Recall Procedure HMS017).
5. To reduce the risk of potential deliberate tampering or contamination of products upon a member of staff leaving the Company, the pass code to the main production area door will be changed each time a member of staff leaves for any reason.

Plant maintenance

1. No maintenance activity may be carried out on equipment whilst it is being used for production of packaging materials (see Production Equipment Maintenance Procedure HMS023).
2. Any part of any of the factories where construction work is being carried out should be screened off to the satisfaction of the Technical Manager to prevent the risk of product contamination.
3. On completion of maintenance or construction work the area must be cleaned thoroughly and all debris removed for proper disposal.

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Factory tours/visits

1. Any member of staff accompanying a visitor or contractor around a production area, or permitting entry to a production area, is personally responsible for ensuring that they:
 - have signed in and completed satisfactorily a Visitors Health Questionnaire HMS009C
 - wear the appropriate protective clothing
 - follow the company rules concerning hygiene, health and safety.
2. The completed Visitors Health Questionnaire remains confidential and must be forwarded immediately to the Technical Manager.
3. All visitors should be informed that there are potential hazards in the factories and they should be asked to exercise care and caution. In particular that they:
 - should not touch any materials in use
 - should keep loose clothing clear of moving machinery
 - should be aware of forklift trucks
 - must not smoke on the premises except in the designated smoking area
 - may be in high noise areas and ear protection is available.

The various points stated in this document should not be considered exhaustive and everyone is asked to help reduce even the slightest risk of product contamination.

Everyone should remain alert at all times whilst on company premises and should seek help from line supervisors or managers if they have any concerns relating to hygiene, this Company Hygiene Code of Practice, or the BRC Standard.

All personnel are reminded that this document forms part of the Company Product Safety and Quality Management System and failure to comply may result in disciplinary action.

**P Watson
Managing Director
FMS Foils Group Limited
15.04.2024**

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