

BASIC HYGIENE REQUIREMENTS FOR ACCESS TO PRODUCTION AREAS

You are visiting a company dedicated to the production of food for human consumption and, as such, you are under the responsibility of your designated host within our organization.

You must wear the identification badge provided at the control point at all times.

1. **The protective gown** provided by the company must be worn at all times.
2. A **hairnet and mask** must be worn and, where applicable, a beard cover must also be used.
3. The use of **watches, rings, earrings, bracelets or necklaces** is strictly prohibited within production areas.
4. **Eating, drinking and chewing gum are strictly prohibited** within production areas.
5. The removal of any products from the facilities without prior authorisation is strictly prohibited.
6. **Coughing, sneezing or speaking** over food or production lines must be avoided at all times. Any individual presenting symptoms of illness, infectious conditions or any circumstance that may pose a risk to product safety or personnel must immediately inform their host.
7. Any medication brought onto the premises must be declared, securely sealed, appropriately stored and clearly labelled. Hand sanitisation must be carried out prior to entering production areas.

Smoking is strictly prohibited throughout the entire premises.

BASIC REQUIREMENTS FOR VISITORS AND EXTERNAL CONTRACTORS

Visitors and external personnel must follow at all times the instructions provided by the company's designated staff member responsible for the visit or work carried out on our premises, as this person will be responsible during their stay within our facilities.

1. Visitors must be properly identified with the identification badge provided at the entrance or with their company identification, as applicable.
2. Visitors and external personnel are responsible for complying with the basic hygiene and conduct rules applicable within our facilities.
3. If personnel are required to carry out tasks that cannot be performed using the disposable gowns provided for access (green for maintenance / red for visitors), they must change into appropriate work clothing within our facilities in order to avoid entering or leaving the premises wearing work attire.
4. All work to be carried out must be approved in advance by the person responsible for supervising the activities within our facilities. Any activity that may pose a risk to our products must be reported immediately.
5. Any materials brought into our facilities must comply with food safety requirements, including detectability or suitability for food contact, and must be approved by the company representative responsible for coordinating the work.
6. If visitors are wearing high heels or elevated footwear, appropriate footwear will be provided depending on the areas to be visited. The use of flat, closed footwear is recommended.
7. Visitors must remain at all times within the designated routes for the visit or within the assigned work area.
8. Particular care must be taken when moving around the facilities, both within production areas and in the parking area.
9. Taking photographs or videos is strictly prohibited without prior authorisation from the Industrial Management.