

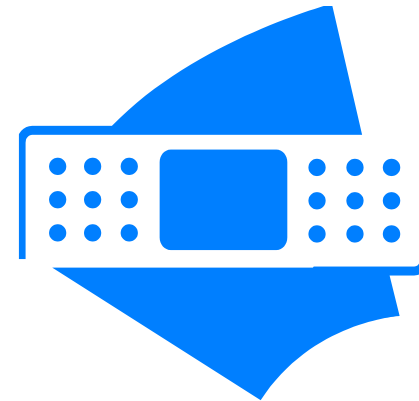


Avon Plant Awareness Training

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Basic GMP's

- GMP's= Good Manufacturing Practices
- Disease Control
 - Do not cough or sneeze into product
 - If you have a cut, please use the blue metal detectable bandages
(Located in the designated areas- See supervisor)
 - Please notify Custom Culinary management if you have an infectious disease prior to entering any food production area



Basic GMP's

- Hand Washing
 - Please wash and sanitize hands before entering production areas
 - Sinks and sanitizer dispensers are located near packaging room and mixing area entrances.
- When in a food contact position/activity, gloves are required
- Jewelry
 - No watches or jewelry of any kind is permitted with the exception of a plain wedding band containing no stones.
 - No fingernail polish, false nails or nail jewelry is allowed



- Jewelry / Head / Hair

- Do not wear jewelry or pins on clothing or body (earrings, chains, facial piercing or hair beads)
 - These are physical hazards
 - Medic Alert necklaces worn under a shirt is acceptable
- Hairnets must be worn by each person entering any production or materials storage area of the facility, regardless of the quantity of hair
- Hair nets must be worn properly:
 - Over all hair on the head and face, covering the ears (see next slide)
 - Hair nets are not to be worn in the lunchroom, rest rooms, locker rooms or outside the facility
- Please remove and dispose of hairnets before entering the rest room/locker room or cafeteria, and obtain a new hair net when returning to the production areas

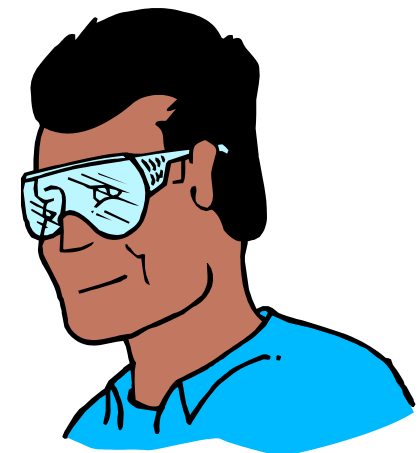
Basic GMP's

- Wear Hair Nets & Beard Nets properly
 - Why?
 - To prevent hair from getting into products



Basic GMP's

- Locations for Hair Nets & Beard Nets
 - Main office next to the entrance to the warehouse
 - Outside the cafeteria entrance
 - Shipping office
- Beard Nets
 - Please wear a beard net over any length of facial hair longer than general stubble
 - Sideburns must be covered by either a beard net or hair net
- Safety Glasses (Personal Protective Equipment - PPE)
 - Safety Glasses must be worn in the following areas
 - Mixing
 - Packaging
 - Warehouse



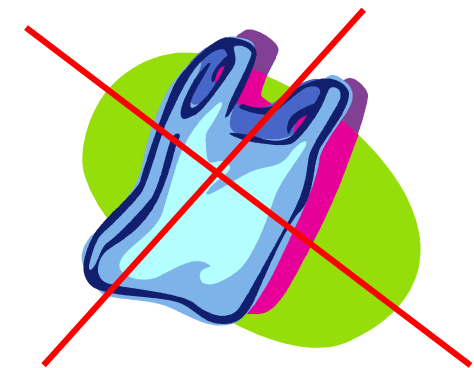
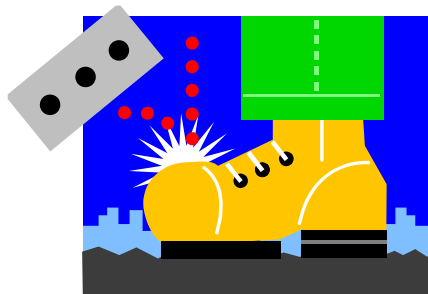
Uniforms/Clothing



- In the Mixing /Packaging /Processing areas
 - A company provided uniform, uniform shirt or lab coat must be worn. (Specific exceptions will be reviewed by Supervisor)
 - Do not wear ripped clothing
 - If given a Custom Culinary supplied garment or lab coat:
 - Do not take uniforms, garments or lab coats home
 - Return unused garments to the uniform room
 - Place used uniforms in laundry receptacle in the locker room
 - Change the lab coat or uniform shirt if it becomes soiled

Uniforms/Clothing

- Safety Shoes must be worn in the plant (exception to personnel passing through the warehouse between offices)
 - Must be leather or vinyl
 - Must be steel or composite toe
 - No open toe shoes or sandals
- Keep arms covered, do not roll up sleeves



Personal Practices

- Eating candy, chewing gum, and use of any tobacco (including e-cigs) is not allowed in the plant
- Toothpicks, cigarettes, pens/pencils etc. cannot be stored behind the ears or the mouth
- Lunches must be stored in the cafeteria
- Food may only be eaten in the cafeteria or outside of the building only
- No food may be stored or eaten in the locker rooms!!!!
- Medications (pills) must be kept out of the production areas
- If issued a visitor badge, return it to the main office receptionist at the end of the day



Personal Practices

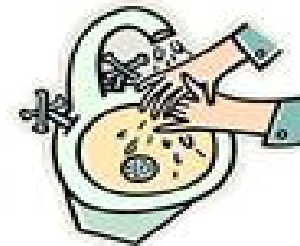
- No spitting is allowed
- In house containers and packaging
 - Do not use to store or keep supplies in, such as pens, screws, bolts etc.
 - When using containers to store product/raw materials, verify that containers are properly labeled
- Tools
 - All tools and small parts (nails, bolts etc.) must be accounted for during the shift
 - Return tools to their proper location after use
 - Wood handled tools are prohibited in this facility
 - Tools must be in good condition and comply with OSHA regulations



Prevent Cross Contamination



- No Excessive Perfume / Cologne
- Please take precautions to prevent perspiration from contaminating product or equipment
- Keep all items off of the floor
- Use sinks properly
 - Hand wash sinks for hand washing only
 - Equipment sinks for equipment washing only
- NO GLASS – Do not bring glass items into the facility
- **DO NOT bring any peanuts or tree nuts into the facility (either offices or the plant)**



Allergens and Sensitive Ingredients†

- Milk*
- Soy*
- Eggs*
- Wheat*
- Fin Fish*
- Shellfish*
- * Mustard
- * Sulfites <10ppm
- * Sesame
- * Gluten from Sources other than Wheat
- * Mollusk
- * Monosodium Glutamate (MSG)
- * Yellow 5

Note:

*** *Allergenic/sensitive components commonly found various in Custom Culinary Avon products***

† *No peanut or tree nut ingredient is used in Griffith Foods manufacturing facilities. Employees are not allowed to bring any food items containing nuts into the facility for consumption.*

Allergens

Orange allergen stickers are used to designate allergen or sensitive ingredient containing materials. The allergens/sensitivities contained are listed on the inventory sticker.



*****Treat ALL spillage of Raw Material or Finished Product like an "ALLERGEN" Alert a supervisor or member of QS if a product spill is sighted. Do not attempt to clean it yourself!**

Immediate clean up will reduce the risk of cross contamination.

Food Defense Plan



- Facility Security

- Only authorized personnel may be granted entry into the facility

- Permanent employees have electronic ID badges access to the facility.
 - Temporary employees must be granted entrance by production supervisors office or main office. (may be issued ID badge at supervisors discretion)
 - Contractors must sign in and be granted entry from front office management



- Exterior doors must be secured at all times.

- Exceptions are the driver entrance in the rear of the building and the main office lobby entrance, which are unlocked during business hours only.



- Background Checks

- All employees and potential new hires are subject to background checks.

Food Defense Plan

InnovaFlavors

Griffith
FOODS

CUSTOM
CULINARY

- Product Security

- Contractors /visitors in Production Areas

- Contractors performing work in production areas must be given the appropriate training to ensure product safety while performing work.
 - All visitors must sign non disclosure forms before being granted access to the facility



- Cameras

- Cameras are not allowed in production areas unless specific authorization had been granted by plant management.



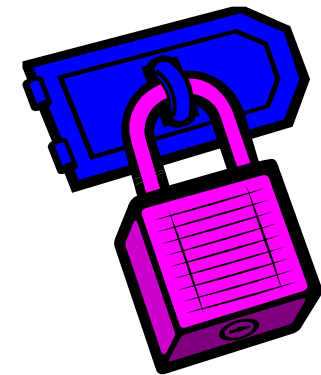
- Security Surveillance

- Parking lots, entrances and production areas are subject to video monitoring

Contractor Specific GMP's



- In Processing Area
 - Put trash in designated bins
 - Clean up spills as they occur
 - This is both a food safety and employee safety hazard
 - If Custom Culinary food processing materials become involved in a spill, notify plant management immediately. Do not attempt cleanup without authorization from management.
- Work in the area assigned
 - Please do not wander to other areas in the plant



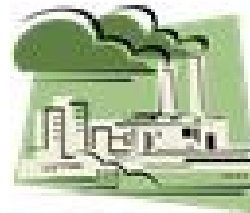
Contractor Specific GMP's



- Lock out-Tag Out (LOTO)
 - Procedures must be applied when working on equipment
 - Notify Supervisor or Department Manager if area will be LOTO during production
- Keep construction sites and traffic aisles clear from debris/materials/equipment
- Use dust control when completing a tasks that generates dust or dusty conditions
- All electrical cords, hoses, etc. should be routed to the job site without blocking traffic aisles or any other aspect of the plant's operation
- All construction sites, either fixed or temporary, must be identified with signs, streamers, ropes etc., if it presents a safety hazard.
- All contracted employees must sign in the first time they enter the facility and sign the Visitor Confidentiality agreement at the main entrance

Contractor Specific GMP's

- Work must be completed so as not to create excessive fumes or smoke



- Remove all rubble/debris daily.
If large quantities are generated, contractor must provide a dumpster

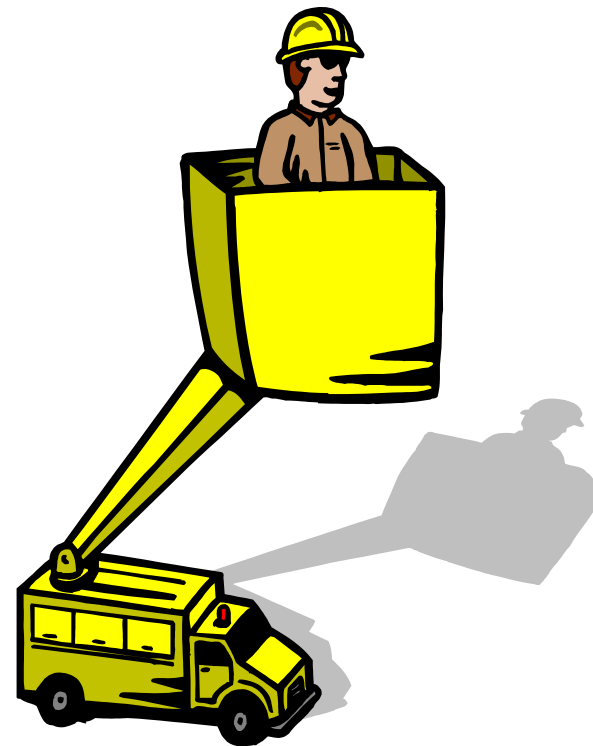


- Contractors must provide partitions to shield plant employees from welding flash



Contractor Specific GMP's

- Observe the load limits on all man lifts and fork lifts and elevators



Contractor Specific GMP's



- Contractors: Review all guidelines in the “Contractor’s Work Rules and Guidelines” section of the Contractor Agreement
- Please follow your current safety guidelines
- Please follow all of the current OSHA and other regulatory guidelines for safety while in the plant
- Follow all posted safety guidelines both in the plant and on equipment.
- If you are unsure how to use equipment, please ask-
- Make sure equipment is locked out / tagged out
- Report any unsafe conditions to your supervisor or any member of management

Logistics



- Restrooms
 - Located in the main office - in the locker rooms
 - By the far end of the production hallway
 - In the main office
 - Outside shipping office, - outer driver entrance
- Lunchroom
 - Located down the main hallway along the packaging room hallway
- Entrance into the building
 - Employee entrance in the rear of the main parking lot
 - Visitor / Main Office Entrance at the front of the main parking lot
 - Shipping & Receiving entrance in rear parking lot / dock area

Hours of Operation



- General Production Employee Break times
 - 1st shift – Starts at 6:00am
 - 9:00am – 9:15am break
 - 11:30am – 12:15pm (mixing)
 - 12:00pm – 12:45pm (packaging & warehouse)
 - 2nd Shift- Starts at 2:30pm
 - 5:00pm – 5:15pm break
 - 9:00pm – 9:45pm
 - Front Office Lobby
 - 8:00am – 4:00pm



CUSTOM CULINARY

BE TRUE TO THE FOOD.



CUSTOM CULINARY

BE TRUE TO THE FOOD.



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