

 Quality Record	Visitor Policy Statement		
QR CODE NO:	QR-07-03-01-CO REV 6	Replaces Code no	QR-07-03-01-CO REV 5

To Our Valued Visitors and Contractors

Quality and Safety are of the highest priority at The Original Cakerie. Above all else, we are “Committed to Safe Quality Foods” and this commitment is reflected in our actions. We ask that you read and abide by the following information to ensure product quality, integrity, safety, confidentiality as well as personal safety isn’t compromised. By signing our Visitor’s Log you are confirming that you agree to all of the following statements below:

General Conduct - It is understood that you will:

- All visitors and contractors are responsible for working safely and complying with all applicable safety regulations.
- Read and adhere to the emergency procedures as described on your visitor pass
- In the event of an evacuation, please follow your sponsor to the appropriate assembly point for roll call. Do not leave the premises until you are instructed to do so.
- In London, air boat horns are used to activate the need for shelter due to adverse weather conditions (i.e. Tornado). The Safe Rooms are the Ladies’ & Men’s Locker Rooms, please accompany your sponsor accordingly.
- Read and adhere to our Good Manufacturing Practices (GMPs) as described on your visitor pass, for example:
 - No jewelry, nail polish, false nails or open toe shoe are allowed on the production floor. Furthermore, pockets should be completely empty of personal belongings, hair net and beard net (when appropriate) should be worn at all times in high care/low risk areas.
- Follow our hygiene rules as explained, demonstrated or displayed around our facility
- Hand washing procedure must be followed when entering to the production floor
- Refrain from smoking (including electronic cigarettes) anywhere in our buildings or on company property
 - This includes inside vehicles in our parking area
- Wear the appropriate protective clothing for the area, as posted on notices around the facility
- Wear the appropriate protective equipment for the tasks you are performing
- Wear provided hearing protection in designated areas as posted on notices around the facility
- Only enter the production or high-care areas with company authority and approval
- Do Not handle or touch product or equipment without authorization
- Maintain control of your tools and equipment at all times
- Do not bring any allergens that are not listed below in the Allergen Awareness section.

Incident Reporting - While in our production facility guests must immediately report to their Site Contact:

- Any exposed cuts or burns and wear only company issued band-aids
- Any incident involving blood or bodily fluids – Stand still and have your Site Contact and the Production Supervisor informed immediately
- Any accident or sustained injury, however small
- Any breakage of glass or hard plastic
- Any tools or parts that you cannot account for

Illness Reporting - You are confirming that to the best of your knowledge you:

- Have not suffered from the following symptoms within the last 24 hours:
 - Jaundice;
 - Diarrhea;
 - Vomiting;
 - Influenza;
 - Discharge from the ears, eyes or nose
 - Skin infection of the hands, arms or face
 - Fever
- Ever had the following infectious disease:

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- Hepatitis A
- Typhoid
- Paratyphoid Fever
- Shigella
- Vibrio Cholera
- Carrier of any type of Salmonella
- Have not visited to any country that has had any severe health outbreak in the last 6 weeks

If you are unable to agree to any statement please inform Reception and/or your Site Contact and confirm approval from the QA department prior to entering any high-care production area.

Allergen Awareness – Priority allergens present in the facility:

- Peanuts or its derivatives
- Tree Nuts (Almonds, Cashews – C2 only, hazelnuts, pecans, walnuts, coconut) or its derivatives
- Eggs or its derivatives
- Soy or its derivatives
- Milk or its derivatives
- Wheat or its derivatives
- Sulfites

The Original Cakerie Ltd. has allergen control program in place as part of its HACCP program. In order to accommodate our visitors/ contractors with food allergies or sensitivities, please consult the QA Department if you have any question or concern.

Respect of Confidentiality – While in our building (including offices, common areas, production and warehouse areas) all visitors and contractors must adhere to the following codes of conduct, to respect the confidentiality and proprietary nature of our formulas and processes:

- No photos or video recordings shall be taken (no cameras, cell phones nor any other recording devices are allowed in production areas)
- No copying or recording of proprietary documents including but not limited to; recipes, raw material or finished product specifications, task sheets, routings, instructions or visual standards.
- No reading or inspecting proprietary documents, as previously said, without *written* approval from a Senior Level Manager employed with The Original Cakerie Ltd.

Visitors and Contractors must abide to the Respect of Confidentiality statement in this document by not disclosing any confidential information to a third party (individual, company or organization). Visitors and Contractors will be held liable for any breach of this statement. Abiding by this statement supersedes prior agreements or understandings.

The Original Cakerie Ltd. would like to thank-you in advance for adhering to our Visitor Policy Statement. Should you have any questions or concerns please consult Human Resources (HR) Department.