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HYGIENE POLICY

All personnel must comply with the hygiene policy of the company.

WORKWEAR – A hat/hairnet must be worn in packing areas at all times, other than when initially arriving at your point of work, or when walking along the designated areas. Workwear in production areas must be free of sequins, beads and other decorative small parts. Employees must be worn cotton gloves when handling products (Checking, Packing, Stripping, and Tumbling) and must ensure that the using gloves are in good condition & clean. If the glove is unusable it's the responsibility of the employee to get a new glove pair informing dept.head. Footwear must be clean, should use company provided footwear for packing room and high heels & open toe shoes are not recommended to wear inside the factory premises.

JEWELLERY & PERSONAL ITEMS – No jewellery shall be worn in production area, including wristwatches, with the exception of one plain band finger ring and ear rings, all workers wearing ear rings should wear a cap covering ear rings and hair properly. This policy applies to all areas of the factory; other than the designated walk ways marked by Yellow lines. Other personal items such as mobile phones, news papers, helmets etc, must not be taken into production areas.

EATING & DRINKING - This is not permitted in any production areas, only in designated rest areas. Chewing gum is prohibited on site.

HAND HYGIENE – All personnel must wash and dry their hands after, visiting the toilet, eating, drinking, and before entering the production and packing areas. False nails, long nail or nail varnish prohibited in packing areas.

PERSONAL HEALTH – Personnel must report if they are suffering from any disease likely to be transmitted through food, or from infected wounds, skin complaints, or any Bowel disorders. And personal medicine should not keep along with employees, should keep those at the sick room under nurses' control.

If you have any queries please contact your Manager, unit Supervisor, Quality Management or the HR Department.

Signature (CEO):

A handwritten signature in blue ink, appearing to be "S. K. S.", is written over a dotted line.

Date : 19.06.2018

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