

I06.1 Hygiene instructions

It is an obligation to work according to the following rules:

1. Start work with clean hair.
2. Cover your hair with a hairnet before entering the production hall (see instructions at the hygiene lock). If you have a beard or moustache you have to wear a beard net.
3. Before you start work wash and dry your hands. Also after when you visit the toilet or work with waste, as described in Instruction "I06.1.1 –Hygiëne instructie handen wassen".
4. Wear clean working clothes in the production hall, as described in Instruction "I06.4.1-Instructie bedrijfskleding".
5. Wear gloves when you have long nails, fake nails or nail polish. With broken gloves it's not allowed to work. If you don't wear gloves your nails must be short and clean.
6. *In case of a contagious infectious disease / (skin) disease, which may render the employee unfit to work with products intended for human consumption or contact with others, the employee must consult the occupational health and safety doctor / the relevant company doctor **before starting** work to determine whether the employee can perform the work in question.*
7. *the use of medication must be reported to the occupational health and safety doctor / company doctor if the use of medication affects safety in the workplace or during working hours. The occupational health and safety doctor / company doctor can then assess whether there is an (unsafe) situation of which your supervisor should be aware. (Medicines are not allowed to take in the production hall)*
8. Let your line leader know if you have an injury. Your line leader will give you a blue plaster and a gloves. In the company you can work ONLY with a blue plaster, which you can get from your line leader. At the end of the shift your line leader will check if you still have this plaster. Immediately inform your line leader if the plaster is lost.
9. Keep your working place clean and safe, fallen products must be picked up **immediately** and thrown in the trash.

It is not allowed to:

1. Wear jewelry, accessories (with (rhinestone) stones, studs, sequins, etc.), piercings or watches and similar devices (it's allowed to wear a smooth ring).
2. Use too much make-up, perfume or after shave products, also fake eyelashes it's not allowed.
3. Spit, touch your nose or any unhygienic parts of your body while you are working. (Sneezing in your hands is not allowed, if you don't wash your hands after it. Sneezing is allowed in the sleeve from your work jacket).
4. Throw away plastic or cardboard together with production in the trash.
5. Take with you any kind drinks, food or snacks in the production hall.

Other:

1. Eating and drinking is allowed only in the canteen. Smoking is allowed only in an authorized area.
2. In case of alcohol or drugs before or during the work you will be fired immediately.
3. Snacks, which are served in the bar is not for take away.
4. When you are going to the brake it's not allowed to leave your hairnet and gloves in your working jacket.
5. It's not allowed to bring nuts or products which contain nuts into the company.
6. It's not allowed to leave your food in the wardrobe.

I18.3 General safety instructions

1.0 Purpose:

Greenpack works with several kinds of machines, fork-lift trucks, pallet trucks and packaging machines. The safety of the employees from Greenpack is very important. That's why Greenpack does everything to guarantee the safety of her employees. Greenpack expects from her employees to cooperate with her safe work process and will follow up following instruction.

In case of deviations on one of the following points: Immediately inform your supervisors / team leader of dangerous / unsafe situations, unsafe constructions, unknown parts and/or missing parts.

2.0 If you walk in production hall, you need to follow these points:

1. Always use the stairs and the gangways
2. Watch out for fork-lift trucks and pallet trucks
3. Always pay attention to any dangerous situation

3.0 The production hall contains moving and rotating parts in or on, for example: packaging machines, conveyor belts and sorting machines. The following points must be followed:

1. **For packaging machines:** Follow I18.4 Instruction safe working with packaging machines and it is strictly forbidden to get your hands close to rotating, moving parts.

2. Contact with moving and/or rotating parts should be avoided. And all safety requirements and regulations must be followed. **Safety first!**

4.0 If you work with fork-lift trucks or pallet trucks, you need to follow these points:

1. It is not allowed to drive with fork-lift trucks or pallet trucks without driving license. Instruction I18.12 must be received, understood and signed.
2. You must wear safety shoes. **OBLIGATED!**
3. It is not allowed to use your telephone when you are driving with any vehicle.

5.0 Noisy areas within Greenpack / Greenblend / Bekopak:

There are areas within Greenpack, Greenblend and Bekopak where the noise level is above 85dB (A) and therefore hearing damage can occur. You are **obliged** to wear hearing protection in those areas! The areas where this is mandatory are indicated with the following pictogram "M003 hearing protection mandatory".

6.0 Evacuation instructions in case of an emergency:

1. View the evacuation plans that are available on the work floor, so that you know which escape route to follow in the event of an emergency.
2. Follow the instructions of the in-house emergency responders and the external emergency responders
3. Green lines on the floor lead you to the exits
4. Go to the assembly point outside the building and register yourself at the responsible person from Greenpack.

7.0 Other rules:

1. In the production hall it is not allowed to use or take sound players (including accessories / headsets) with you
2. It is not allowed to use the (mobile) telephone / *communication devices* in the production hall, unless this is permitted by your manager
3. It is not allowed to wear open shoes or high heels
4. It is not allowed to bring private property into the production hall
5. Notify your team leader immediately if you lose your scissors or if they are incomplete
6. It is not allowed to use packaging materials or work tools (for example scissors) for anything other than what they are suitable for
7. Bring a valid ID with you every day
8. Any form of glass / hard plastic breakage must be reported immediately to the director or operational manager. This also includes loss / breakage of glasses, glass from glasses, contact lens(s) or mobile phone /*communication devices*. A situation like this should also be reported immediately to the band leader and operations manager.

8.0 Supervision:

Greenpack considers the safety of you and your colleagues very important. To monitor this, camera surveillance has been deployed in and around the building (with the exception of the toilet groups).

I have read, understood and will perform my duties in accordance with these instructions:

Date:

Name:

Employee number Greenpack:

Signature: