

1.0 Purpose:

This instruction describes how to wear work clothing (including the hairnet and beard net). Employees, hired personnel and visitors must wear work clothing within the production areas. Work clothing is protective clothing that must be worn on top of the person's personal clothes with the purpose to prevent transforming of micro-organisms and pollutants through personal clothing. Work clothing is provided by Greenpack.

Definition of the production areas: all the areas within the building of Greenpack where the products and/or materials/components, that are necessary for production, are placed. Meaning that work clothing must be worn in all the premises on the ground floor, including offices. Work clothing must also be worn on the first floor, i.e., in the premises of cardboard box compilation, premises for crates washing, de-crown machine area and Bekopak. The two of the work clothing storage premises is the border defining that work clothing must be worn for further proceeding to the production areas.

2.0 Procedure:

Clean work clothing must be worn upon beginning of every shift.

- 2.1 Upon entering the work clothing storage premises, employee must first put on the hairnet (if necessary, also a beard net), insuring that all hair (also that of the beard/mustache) is placed under the hairnet. (See Pictures 1, 2 and 3)

Picture 1



Picture 2



Picture 3



- 2.2 Employee washes hands according to the instruction **I06.1.1-Hygiëne instructie Handen wassen**.

- 2.3 Employee takes a clean working robe, according to the division (See Instructie I06.4.1 bijlage). Robes are also available with a name or a number. Please pay attention to this and wear your own robe! The robe must be worn in a manner that all personal clothing is covered. The robe must be closed by using the buttons.

- 2.4 During breaks and/or when going to the toilet, before person is allowed to use the facility premises, the robes must be hung in the work clothing storage premises on the hooks intended/designated for these purposes.

Attention! It is therefore **forbidden** to wear work clothing outside of the production areas. The two of the work clothing storage premises is the border defining that work clothing must be taken off before leaving the production area.

- 2.5 At the end of the working day the employee must place work clothing that is provided by Greenpack in the washing basket/rack. It is forbidden to take work clothing home.

- 2.6 The employee responsible for cleaning must ensure daily wash of work clothing, according to the instruction **I06.4-Instructie bedrijfskleding wassen** and hang the clean work clothing back in the designated place.

3.0 Other work clothing:

Other work clothing that is provided must be washed at home and worn only one time between washes; it must be worn under the robe, according to the above mentioned procedure. If employee has been provided with this work clothing (e.g., polo shirt, sweater) by Greenpack, then employee must wear it during the working time.

4.0 References:

Employees sign the instruction **I06.1-Hygiëne instructie** and they are explained the above described procedure so it is understood and followed.