

We deliver to our customers products which may be used in the food supply chain. This responsibility implies that everyone, including TORAY staff, subcontractors and visitors, must prevent any contamination of our products in strict compliance with good hygiene practices listed hereafter, in all production, packaging and storage areas.

1- Activities strictly prohibited at the workplace:

- Administiring or storing medications. If medically necessary, send the employee to the medical service.
- Smoking, eating (including chewing gum) and drinking outside the designated areas for that purpose.
The consumption of water is only allowed from the appropriate water fountains.

2- Cleanliness, order, tidiness :

- Put on a clean and appropriate workwear.
- To access into production and packaging areas, wear specific HSA workwear (overalls, mobcaps ...) as defined by "Hygiene Food Safety Good Practices - HAS workwear" in every area.
 - A safety cap will be tolerated on top of the mobcap.
 - Exception: mobcap should not worn if there exists a risk for the wearer (example: during a welding operations).
 - The wearing of the overalls, mopcaps and beard protections is prohibited outside the plant.
- Washing and transporting work overalls must be carried out by an approved subcontractor.
- Make sure your workplace, desk or office is clean and tidy before leaving.
- Collect the waste and fragments, throw them in the appropriate recycling containers by respecting the guides of the sorting.
- Do not store materials directly in contact with the ground (direct contact between product / ground).
- Observe a sufficient space (about 50cm) along the walls allowing an inspection and cleaning in the storage areas.

3- Elimination of contamination risks:

- Respect cleaning procedures for the plant and machinery
- Respect sanitation rules, and close the doors of the production areas to minimize contamination by rodents, insects, birds, etc ...
- Eliminate and sort fragments of glass, hard plastics, cutting blades and cutters.
- Eliminate any source of contamination after all maintenance interventions.
- Respect the rules of Hygiene, Safety, Environment defined in the "Welcome to TORAY" document distributed to visitor.
- Entry into workshop production is forbidden to any person (staff, visitor, subcontractor ...) having any direct contact with the film, when suffering from infections that may cause food poisoning such as typhoid, gastroenteritis or other infections, unless safeguards are implemented: gloves, masks ... In cases of medical necessity, send the employee to the medical service.
- Wash hands systematically after any dirty work, after eating, after smoking and when leaving the washroom.
- Do not wear or carry any personal belongings such as jewelry which might contaminate the product. (examples: cellular telephones, piercings, earrings, watches, identity chains, necklaces false nails, varnish, false eyelashes, tobacco and cigarettes) in production and packaging areas.
- Exceptionally authorized are:
 - Prescription glasses.
 - Wedding ring or a simple ring without stone.
- Wear preferably blue plasters and gloves to protect wounds with a risk of bleeding or which could become infected.
- Report any incident HSA using the document: **F2-QUAL-H-016-A**.

Good hygiene is everybody's concern. Thank you for following these good practices.

If necessary, your hierarchy is at your disposal for any further information.



A handwritten signature in blue ink, appearing to read 'A. ALEMANN', with a long, sweeping horizontal stroke at the end.

Armand ALEMANN
President