

HYGIENE INFORMATION

(English Translation)

Howard Chapman Ltd, Broadwater Farm, Broadwater Road, West Malling, Kent. ME19 6HT

Dear Field Staff Member,

During your time working for Howard Chapman Ltd, you will be involved in the handling of fresh fruit. Maintaining correct hygiene and safety standards at all times is extremely important and we ask that you read this letter carefully.

1. Smoking, Eating and Drinking

It is strictly forbidden to smoke, eat or drink in fields where fruit is grown or close to areas where packaging or fruit is kept. You must use the designated areas provided.

2. Personal Belongings

These must be stored in the designated area provided. Please do not take them into the picking field or hang them on trees.

3. Glass and Metal

Glass and metal containers are forbidden in fields where fruit is grown or close to areas where packaging or fruit is kept.

4. Jewellery

Jewellery and watches may not be worn, with the exception of a plain, stone-less wedding band and, customer depending, a single pair of small sleeper earrings.

5. Piercing

Body piercing is strongly discouraged and all non-permanent piercing must be removed. Permanent body piercing must be kept covered at all times. Permanent facial piercing that pose potential contamination risks (e.g. have hanging parts or stones) must be covered with a site issued blue plaster. Plain piercing may remain exposed.

6. Dress

It is expected that major body surfaces are covered at all times.

7. Clothing

Clothing should be clean, regularly laundered and well maintained. Loose items such as zips and buttons should be avoided where possible. If items of clothing do include the above items they should be securely attached and checked on a regular basis to ensure they are intact.

8. Hand Hygiene

Hands must be washed and dried thoroughly using the facilities provided. If hand sanitiser is provided, this must be applied after hands have been washed and dried. Hand washing should occur before starting work, after all breaks, if they become contaminated and after using the toilet. Fingernails must be kept short, clean and unvarnished. False nails are not permitted. If you need to wear gloves, these must be disposable and issued by the site.

9. General Hygiene

Please maintain high levels of personal hygiene at all times. Habits such as spitting and nose picking are strictly prohibited.

10. Field Hygiene

Field toilets are provided reasonably close to where you are picking – please use them and remember to wash your hands afterwards. Please also keep the field clean and tidy, placing any waste generated into the designated disposal containers.

11. Perfume/Aftershave

Strong perfume or aftershave must not be worn as it may cause taint to the fruit.

12. Hair

Long hair must be neatly contained to prevent it from coming into contact with the product.

13. Children and Pets

With concern for product safety, children under the age of 16 should not be allowed in the field being harvested. Pet animals must not be brought into the fields.

14. Health and Safety

We take your health and safety extremely seriously. Please ensure you listen carefully to the health and safety procedures detailed during your induction training and inform your trainer if there are any areas that you do not understand.

15. Injury

All injuries, both away from work and during the working day, must be reported to the appropriate responsible person. Any grazes or cuts on exposed skin must be covered with a site issued blue, waterproof plaster. You must inform your supervisor immediately if you lose your plaster and allow it to be checked at the end of the shift.

16. Illness

It is extremely important that you are in good health when handling fresh products, you will be asked to complete a pre-employment medical questionnaire when you arrive.

17. Minor Illness

If you have minor coughs, cold or flu, please ensure you do not sneeze or cough into the product.