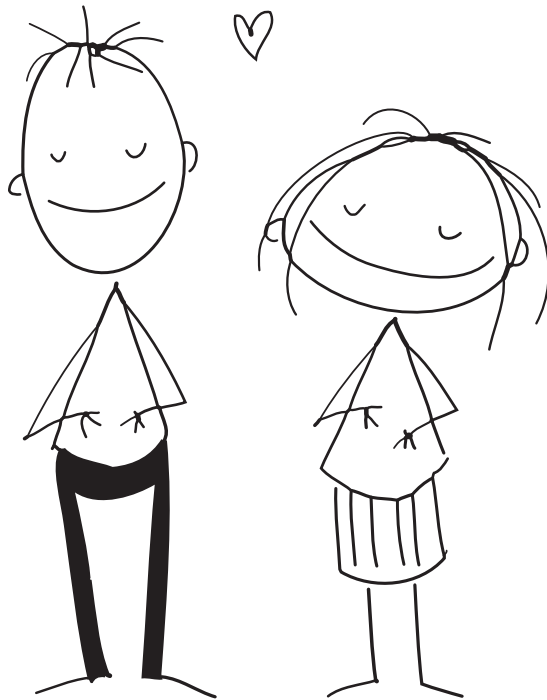


# Hygiene and product safety

– an important part of daily work routines at Nordic Sugar



## Product safety in focus

This folder addresses existing, new and temporary employees, visitors, contractors and other persons who want to know more about our hygiene rules.

Good hygiene practice in our factories is part of our ongoing quality assurance. Nordic Sugar emphasises that all production, packaging and storage processes are carried out in a clean environment so that we can guarantee safe food and feed products for our customers.

Besides the rules provided in this folder, each factory has specific routines and procedures for how to carry out tasks such as cleaning and vermin control and how to receive visitors.

We have a HACCP system and are certified according to ISO 9001 (quality), ISO 14001 (environment) and ISO 22000 (food safety). Most of our factories are certified to OHSAS 18001 (health and safety). This folder provides a brief overview of the hygiene rules applying to all our factories. If in doubt, you can always ask your superior or supervisor.

Please remember that it is your own responsibility to know and comply with the hygiene rules.



# General rules

The following rules must be observed at all times:

1. Smoking, eating and drinking are allowed in designated areas only – never in production areas. Find out what applies at your place of work.
2. Always keep good personal hygiene. Wash hands before starting work, and after using the toilet.
3. Never touch unpacked products unless absolutely necessary. If touched, the product must be discarded or reprocessed if possible.
4. Plasters must be blue with a metal strip.
5. Earplugs must if relevant be metal detectable. Find out what applies at your place of work.
6. Keep doors and windows closed to prevent insects, birds or vermin from entering.
7. Before commencing repair work, the supervisor in charge should be consulted on how to carry out the work so that no products become contaminated.
8. After repair work, production equipment should be restored and cleaned to avoid product contamination. Please make sure to follow the appropriate cleaning procedures.
9. Packaging materials must be used exclusively for the products for which they are intended.
10. Packaging materials, ingredients, processing aids and other chemicals must be stored to avoid contamination.
11. Materials used in contact with food products or intermediate products must be intended for this purpose.
12. Waste containers must be marked and – where necessary – covered.
13. Pets are not allowed anywhere at the factory.
14. Always inform your supervisor if you suffer from vomiting, diarrhoea, infected wounds or any serious systemic infection, e.g. tuberculosis.

Please inform your superior or supervisor if you observe anything in violation of these rules or that could have a negative impact on our product quality and safety!

# Hygiene zones

Further to the general rules, stricter hygiene rules apply in certain parts – or zones – of the factory. Please check notices and signs to familiarise yourself with the different zones at your place of work.

## Zone 1

Hygiene zone 1 covers the handling of sugar beet and raw sugar until and inclusive crystallization. In zone 1, the general rules apply (see previous page).



## Zone 2

Hygiene zone 2 covers areas for production and storage of feed products. In zone 2, both the general and the following rules apply:

- Objects of glass or ceramics are not allowed in the zone. If you find splinters, immediately remove them and report to your superior or supervisor.
- Storage of personal items is not allowed.
- Cleaning procedures in certain areas may have to be documented. Ask your superior or supervisor.
- Storage of materials of animal origin is not allowed.
- Light fittings (whether for fluorescent tubes or glow lamps) and windows must be made of safety glass if there is a risk of glass splinters contaminating the products.
- Skylights must be of safety glass.

## Zone 3

Hygiene zone 3 covers areas for production of food products with normally no direct access to the products. In zone 3, the general rules, zone 2 rules and the following rules apply:

- Always begin the working day with clean work clothes.
- Caps must be worn at all times.
- Zone 4 rules must be complied with if the work involves direct access to the product, for example
  - when operating machinery such as centrifugals, sugar driers/coolers, sieves, magnets, packaging machinery and bagging equipment.
  - when packing and unpacking products.

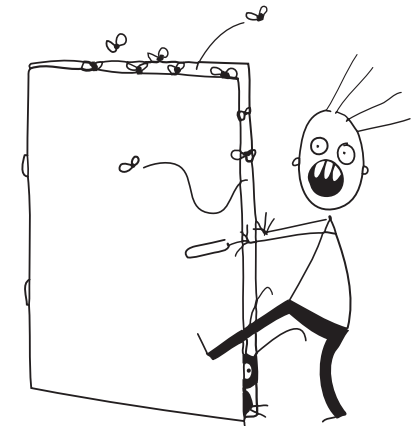


- Maintenance staff must
  - use clean or protective clothing.
  - consult the supervisor in charge before commencing work to ensure that the job can be done without contaminating the product.
  - ensure that tools are cleaned before use.
  - return all tools, spare parts etc. when the job is done and clean the production equipment and the working area.
- Effective protection against insects must be in place.

## Zone 4

Hygiene zone 4 includes areas where products, ingredients or packaging are handled in open systems, including loading of bulk. In zone 4, the general rules, zone 2 and 3 rules as well as the following rules apply:

- Caps covering all hair must be worn.
- In the silo area, overshoes are mandatory. Employees with permanent work tasks in the silo area must use shoes specifically provided for this work.
- Jewellery (smooth wedding rings excepted), watches and blue tooth units are not allowed. Earrings and piercings are allowed if fully covered by clothes or a plaster.
- Only eyewear with safety straps is allowed at inspection silos, bulk and containers.
- Outside pockets above the hip are not allowed to use.
- Tools must be completely clean.



# The responsibility is yours

In this folder you can read about our hygiene rules. It is your responsibility to observe the rules.

You can read more in your local handbook, which also offers information about our quality assurance work and how we work with environmental and health and safety issues.

Ask your superior or contact person if you would like to know more. Please do not hesitate to contact us if you find a need to improve the hygiene measures at your workplace.

