

Document Title: Training Checklist			
Document#: HR-FM-01	Version#: 8	Revision date: 01/01/19	Page 1 of 1
Approved By: SQF Practitioner	Reason for Change:	Remove Point & Disciplinary action	
Name: <u>Eliza Ruiz</u>	Date: <u>6/12/19</u>	Shift: <u>1</u>	Area: _____

Type of Training: **INDUCTION / ANNUAL TRAINING** (Circle one – Marque con un círculo el que corresponda)
 Languages: **ENGLISH / SPANISH** (Circle the languages you understand– Marque con un círculo los idiomas que entienda)

#	Training Section Title	Initials
1	HR Training: (Complete shaded part during the hiring process) Time Clock & Locker Policy	ER
2	Attendance & Miss Punch Policy	
3	Harassment & Bullying Policy	
4	Drug & Alcohol Policy	
5	Safety Rules	
20	GMP's Good Manufacturing Practices	
QUALITY & SAFETY TRAINING: (To be completed within the first month of employment and annually)		
6	Hammond's Candies Introduction: History; Organizational Chart; Company Values; Type of Candies Produced.	
7	Company Policies: *Safe, Quality Candy – Quality & Safety Policy; *Safety Rules	
8	Personal Safety & Food Defense	
9	Emergency Plans	
10	Emergency Evacuation Map	
11	Hazards Communication: * Standard Labels; *Chemicals Control & SDS/MSDS; *Machine Guarding	
12	Hazards Communication (cont.): PPEs Requirements	
13	Back Injury Prevention-Power Lifting Techniques	
14	Knife Policy	
15	Injury Report	
16	Medical Designated Provider List	
17	Blood Borne Pathogen Control Procedure	
18	Pest Control	
19	Personnel Practices; considerations	
20	GMP's Good Manufacturing Practices	
21	Hand Washing	
22	Hold Procedure	
23	Recall and Traceability: Labels, Best Before (BB) & Lot Number	
24	Allergen Control	
25	Sanitation, Color Code, Chemical Control, SDS/MSDS & Waste Management	
26	HACCP & CCPs	
27	Metal Detection Procedure, Form & Methodology & Foreign Matter Form	
28	Hammond's Certifications: SQF, RSPO, Kosher & Organic requirements	
29	Facilities and Maintenance Tour (Trash area, chemical storage, cooler-allergens, organic must be part of the tour on top of production, warehouse and office area)	

I have received and understood HC Induction Training. Employee Signature: Eliza Ruiz
 TRAINER NAME: James Leahy TRAINER SIGNATURE: James Leahy
 TITLE: _____ DATE: _____



To All Hammond's Candies Employees

Notice regarding Bullying

Due to recent circumstances in the workplace, Hammond's Candies is sending this message out to *remind* all employees of our Equal Employment Opportunity and Sexual and Other Unlawful Harassment provisions in the Hammond's Employee Handbook.

Please read this notice and reread these provisions.

If you don't understand or have questions ASK your supervisor or any manager.

Hammond's Candies does not tolerate illegal harassment or discrimination by ANY employee!

If you are being harassed or bullied or know of someone who is being harassed or bullied because of their race, religion, ethnicity, gender, sexual orientation or background please see the Employment section of the Hammond's Employee Handbook for how to report such harassment.

Hammond's is an equal opportunity employer.

I have read and understand the statement above:

Eliza Ruiz
Print Name

Eliza Ruiz
Signature

6/12/19
Date





DRUG AND ALCOHOL POLICY

Hammond's Candies is committed to a safe, healthy, and productive work environment for all employees free from the effects of substance abuse. Abuse of alcohol, drugs, or controlled substances impairs employee judgment or ability to operate equipment, resulting in increased safety risks, injuries, and faulty decision-making.

This policy applies to all employees. All employees have been issued upon initiation of this policy or upon hire (whichever is later) a copy of the company policy that describes what substances will be tested for and under what conditions employees will be tested.

To ensure a safe and productive work environment the company prohibits the use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs, controlled substances, or drug paraphernalia on any company premises or worksites. This prohibition includes company owned vehicles, or personal vehicles being used for company business or parked on company property. Additionally, Hammond's Candies may take disciplinary action, including discharge, for the illegal (under federal or state law) off-duty use, sale, dispensation, manufacture, distribution or possession of drugs and controlled substances and the illegal use or distribution of alcohol.

No employee shall report to work or be at work with alcohol or with any detectable amount of prohibited drugs in the employee's system. A detectable amount refers to the standards generally used in workplace drug & alcohol testing.

Any violation of this policy will result in disciplinary action up to and including termination.

To promote a safe and productive workplace, Hammond's Candies will conduct the following types of Drug and Alcohol test for all employees:

- A. Pre-employment
- B. Reasonable Suspicion
- C. Random
- D. Post-accident
- E. Return-to-Duty/ Follow-up Testing
- D. Discretionary

The kinds of substances tested for will include the following substances or their metabolites:

- A. Marijuana
- B. Cocaine
- C. Opiates
- D. Phencyclidine (PCP)
- E. Amphetamines
- F. Ecstasy
- G. Alcohol

Testing Positive, Refusal to comply, Interference with testing, Refusal to sign

Employees who test positive for drugs or alcohol are in violation of this policy. In addition, employees refusing to be tested are in violation of this policy. Employees who adulterate, tamper with or otherwise interfere with the accuracy of the testing are in violation of this policy. Employees who refuse to sign this acknowledgement are in violation of this policy. Be advised any of these situations constitute a violation of Hammond's Candies drug and alcohol policy and may lead to your termination.

ACKNOWLEDGMENT

I have received a copy of Hammond's Candies Drug and Alcohol Policy and understand that in order to continue my employment with this employer I must abide by the terms of the policy. I agree to notify the employer of any drug violation occurring in the workplace.

I understand that this policy in no way modifies my status as an at-will employee and in no way implies, infers, or guarantees my continued employment for any definite term and that I may be dismissed at the discretion of the employer for other reasons than failing to follow the terms of the policy.

Elena Ruiz
Name

6/12/19
Date



Hammond's Candies
5735 Washington St, Denver, CO 80216

Document Title: Safety Rules			
Document#: QA-PR-006	Version#: 5	Revision date: 10/01/18	Page 1 of 1
Approved By: SQF Practitioner	Reason for Change:	2018 Review.	

SAFETY RULES

These general safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed at Hammond's Candies. It would be impossible to cover every work situation. If you are in doubt about the safety of any condition, practice or procedure, consult your supervisor for guidance.

1. All accidents or near misses must be immediately reported to the supervisor.
2. A written report of any injury must be made within 8 hours of the incident. Failure to file a written report may result in loss of disability benefits.
3. Employees are responsible for notifying a supervisor immediately of any unsafe condition and/or practice.
4. Employees shall not consume or be under the influence of alcohol or drugs while on the job. Employees will notify their supervisor of any prescription drugs that might affect their judgment.
5. Employees must obey all posted speed limits and traffic laws when driving on business property.
6. Employees must use all safety equipment provided by the employer.
7. Horseplay, wrestling, running, pushing, throwing any item in play or other disorderly conduct is forbidden while on the job.
8. The usage of Cell phones, pagers and/or any other personal communication devices is not permitted in the warehouse and production areas except for use by authorized employees. If device is on your person, it MUST be concealed.
9. Report broken or malfunctioning equipment to your supervisor immediately. Only trained, authorized employees are permitted to service or repair equipment and then only after deactivating all energy sources and locking out equipment. Only authorized machinery with all required guards will be used. If you are not familiar with the safety operation of a piece of machinery, ask your supervisor for instruction.
10. Follow proper use and handling procedures for all hazardous materials. Do not use a chemical if you are not familiar with the hazardous properties or have not received and been trained on the required protective equipment.
11. All employees are required to keep their work area clear of debris or other tripping or slipping hazards. All debris must be disposed of properly in designated areas.
12. Comply with all signs and labels. They are present as reminders for safety.
13. Follow facility's Back Safety Prevention & Proper Power Lifting Techniques Program using your Power Zone.
14. Do not store pallets upright, leaning against objects. Pallets must be laid flat on the ground or stacked on top of one another at all times.
15. Be aware of traffic around you. Always make sure anyone operating a forklift or a pallet jack knows you are nearby. Never walk under a forklift.
16. Do not block the following: emergency exits, fire extinguishers or eyewash stations. These areas are clearly marked on the floor with tape and must always be kept clear.
17. Do not over stack pallets.
18. Keep walking paths clear of pallets and free of debris.
19. All spills must be cleaned immediately to avoid potential slips and falls.
20. All Pallet jacks need to be inserted into a pallet when not in use
21. Push Carts should be kept in designated areas when not in use
22. Do not climb on the racking. Use a ladder if you cannot reach an item or call for a forklift operator to pull the item for you.
23. Do not operate a forklift unless certified by a Hammonds Candies forklift trainer
24. Do not stand or walk on pallets.

I HAVE READ AND UNDERSTOOD THE SAFETY RULES

Employee Name: Eliza Ruiz Signature: Eliza Ruiz Date: 6/12/19
 Witnessed by (name): Jamie Ready Signature: Jamie Ready Date: 6/12/19

Action and procedures for Safety Rules violations

Safety Rules Violations include but are not limited to:

- a. Ignoring written Safety Rules procedures QA-PR-006
- b. Not reporting any possible safety rules violations.

First offense- Verbal warning for ignoring any and all Safety Rules listed on the Safety Rules procedure document QA-PR-006.

Second offense- Written warning and possible suspension, case by case, for continuing to ignore Safety Rules listed on QA-PR-006

Third offense- Immediate termination from the facility for knowingly and continually violating policies and practices.

Document Title: Good Manufacturing Practices (GMP)			
Document#: QA-PR-002	Version#: 4	Revision date: 03/26/18	Page 1 of 2
Approved By: SQF Practitioner	Reason for Change:	Define production areas	

Good Manufacturing Practices (GMP) Personnel Applications

All persons working in production areas, warehouse and/or in direct contact with food, food-contact surfaces, or food-packaging materials shall conform to hygienic practices while on duty to the extent necessary to protect against contamination.

Production areas include, but are not limited to: Pop Corn/Cotton Candy room, Operations office area, Cane Packing area, Kitchen, Packaging room (inside yellow lines). It is your responsibility to maintain overall personal cleanliness. The methods for maintaining cleanliness include, but are not limited to the following GMPs:

1. Hair curlers, combs, bobby pins and other hair accessories are not permitted in the production area.
2. The usage of Cell phones, pagers and/or any other personal communication devices is not permitted in the warehouse, pop corn/cotton candy room, cane packing area and/or packaging area except for use by authorized employees. If device is on your person, it MUST be concealed.
3. Cameras, video cameras or/and other recording devices are strictly prohibited inside the facility without prior authorization.
4. Carrying items above the waist is not permitted in the production areas as it poses a risk of product contamination. Items that pose a risk are pens, tools, glasses, thermometers, security badges, cell phones, etc. No pens with lids or behind the ears. This includes your time cards and/or fobs that may be on a lanyard. Eyeglasses should have a safety strap.
5. All tools and utensils used in the production areas, maintenance shop and warehouse must be company approved, controlled, cleaned and well maintained.
6. Employees must follow the color code for utensils, containers and waste receptacles.
7. Consumption of finished product for tasting or scoring products in the warehouse and production areas is permitted by authorized personnel as long as product produced is not exposed.
8. Employees, visitors and contract service providers must not introduce any hazardous materials or any form of glass, ceramics, or brittle plastic into the production and warehouse areas.
9. Food, beverages, perishable items or personal items, (items include but are not limited to medications, tobacco products, keys, gum, etc.) are not permitted to be stored in the pop corn/cotton candy room, cane packing area, Kitchen, packaging room, warehouse areas or rest rooms. Food and beverages must be consumed in the: lunch rooms, office area, conference room, warehouse office area, operations office area or at the outside picnic table. Personal items may be stored in the employee lockers or office areas. Food must be stored in the lunch rooms.
10. Food items that are being transported through the warehouse must be in closed containers or adequately covered to prevent spills or contamination.
11. Glass/ceramic/ containers or drinking glasses are not permitted in production areas, warehouse area, operations office area and the maintenance shop.
12. All doors, including office, shipping/receiving, and man doors, must remain closed while not in use to prevent insect and rodent intrusions.
13. **NO** jewelry including, but not limited to: earrings, watches, necklace, visible body piercings or rings with stones in production areas. Exception are: plain band rings & medical alert devices (necklaces, bracelets must be tucked under clothes when possible)
14. **NO** artificial finger nails, nail polish, false eyelashes or any other cosmetic accessories if working in production areas. Visitors with false fingernails or nail polish may wear gloves for temporary access to production areas. Hands and fingernails must be kept clean following the proper hand washing techniques. Fingernails must be properly trimmed.
15. **NO** shorts/mini skirts. Long pants only, in good condition (no holes). Visitors may wear company issued coat if can't comply with the above.

Document Title: Good Manufacturing Practices (GMP)			
Document#: QA-PR-002	Version#: 4	Revision date: 03/26/18	Page 2 of 2
Approved By: SQF Practitioner	Reason for Change:	Define production areas	

16. **Shirts/ Blouses** - only short sleeve or longer. No buttons or snaps on any garment above the waist. No sleeveless, "spaghetti straps" or tank tops. No offensive wording or gestures on the shirt (for example: cuss words, slang or gang related language, alcohol images or advertisements, etc.). Company issued coat to be worn if can't comply with the above.
17. **Shoes/footwear** - must be worn at all times in all areas of the building. No holes, no open toe or heel, no sandals/ flip-flops.
18. **Hairnets** are to be worn at all times while in the kitchen, pop corn, cotton candy, cane packing and/or packaging room:
- All hair must be contained under the hairnet at all times.
 - Bandanas/Baseball caps worn under a hair net are permitted.
 - Must be replaced if worn outside, in the break room or in the restrooms.
 - Managers/supervisors/Team leads wear blue hair nets.
 - Operators and visitors wear white hair nets
19. **Beard Covering** while in the kitchen, pop corn/cotton candy room, cane packing and/or packaging room. It must be replaced if worn outside, in the break room or restrooms.
20. **NO tobacco usage** (smoking/chewing/spitting) in the building, smoking in authorized areas ONLY.
21. **NO gum chewing & No Spitting** in areas where product is produced, stored or exposed.
22. **Aprons** - must be worn while working in the kitchen, pop corn, cotton candy, cane packing, and/or packaging room. Aprons must be removed before going outside of building, to the restrooms or to break rooms. Aprons must be replaced if dropped on the floor. Dirty/used aprons must be deposited in marked "dirty apron" locker in the break room/production entrance.
23. **Kitchen Personnel** - Skull caps or sweat bands must be worn under a hair net when there is excessive perspiration. Long sleeves or arm covers must be used when carrying batches.
24. **Hand Washing** - All employees, visitors, and contract service providers shall wash their hands thoroughly using an approved antibacterial soap and hot water after visiting the restroom, lunchroom, when beginning or returning to work, smoking, handling trash or at any time there is a risk of contaminating the work area or product.
25. **Glove Usage** - Gloves are used to protect the product, not the employee's hands. Gloves must be removed before leaving the production areas. New gloves must be used when entering the production areas and at any times they become soiled or come in contact with something that could pose a risk of contamination. Gloves to be worn:
- At any time that hands could come in contact with packaging which directly touches product
 - Before and while touching any raw or unpacked product
 - When cleaning any spill on the floor or When working with any cleaning product
26. **Health Requirements** - Any person who appears to have an illness, open lesion, sore, infected wound, or any other possible contamination will be immediately assessed and sent home if necessary and will not be allowed back into the production areas until a written note from a medical professional releases them. Report such situations to your supervisor immediately.

I HAVE READ AND UNDERSTOOD THE GOOD MANUFACTURING PRACTICES (GMP)

Employee Name: Eliza Ruiz Signature: Eliza Ruiz Date: 6/12/19
 Witnessed by (name): Jamie Peary Signature: Jamie Peary Date: 6/12/19

End of Document

Disciplinary action and procedures for GMP violations

GMP violations include but are not limited to:

- Ignoring written GMP procedures QA-PR-002
- Not reporting any possible cross-contamination as it pertains to personnel (open-sores, pink-eye, obvious sicknesses).
- Failing to perform proper sanitation practices.
- Ignoring set security parameters by allowing non Hammonds personnel access into any areas.
- Ignoring safety protocol.

First offense- Verbal warning for any and all GMP infractions listed on the GMP procedures document QA-PR-002.

Second offense- Written warning and possible suspension, case by case, for continuing to ignore GMP standards listed on QA-PR-002

Third offense- Immediate termination from the facility for knowingly and continually violating policies and practices.