

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Cottonwood Industries

POLICY NO: 20-015

SUBJECT: Good Manufacturing Practices

EFFECTIVE DATE: December 2003

Policy:

Cottonwood, Inc. uses Good Manufacturing Practices (GMP) which are a collection of federally mandated rules, procedures and practices that state what is acceptable and what is unacceptable in the food industry. GMP aim to produce safe and wholesome food through controlled operations that avoid mishandling of food that would lead to adulteration. Cottonwood, Inc.'s policy is to maintain compliance as follows.

Procedures:

Hygiene

1. All staff, workers and visitors must practice good personal hygiene.
2. Spitting anywhere in the plant is prohibited.
3. All staff, workers and visitors must wash their hands after using the restroom facilities and anytime hands are soiled from handling waste, chemicals, oil or other contaminants.
4. Personal effects, when not being worn, shall be properly stored in personal lockers, offices or break rooms. Staff should not have non-work related reading material in the production area.
5. Smoking and use of other tobacco products are restricted to designated areas.
6. Eating and drinking and gum chewing are prohibited in the production areas. However, staff that have desks may have drinks at their desks in hard cups or plastic bottles with lids (not disposable cups from Kwik Shops, etc.). Production Associates, if approved by the coordinator or manager may have similar cups near their workstations in a designated location. Exceptions may be made for consumers with medical conditions.
7. All staff and workers exhibiting open wounds will not be allowed to work in the production areas unless wounds are fully protected with proper dressing and/or gloves.
8. Staff and workers may wear jewelry which meets all safety requirements and presents an appropriate appearance for the workplace. Appropriateness is at the discretion of the supervisor and his/her decision is final.

9. When required, effective hair covering, and beard restraints shall be worn.

Housekeeping

1. Lockers, desks, and cabinets must be kept clean to prevent the attraction of pests.
2. After use, tools must be replaced in designated storage areas or must be restrained in a manner to prevent product contamination.
3. Use of glass utensils or vessels are not permitted in the manufacturing environment except in approved areas.
4. All containers must be properly labeled as to their contents and indicate handling guidelines as appropriate for safe usage.
5. All exterior doors must remain closed or adequately screened to prevent entry of unauthorized individuals or pests. Propping doors open is prohibited.
6. Product must be palletized per customer specifications to keep it free from damage.