# Objective

Ensure adherence to Good Agricultural Practices (GAP)/Good Manufacturing Practices (GMP) in operations, complying with safety standards for our products, in accordance with the regulations, regulatory bodies, and requirements of our customers.

Include the regulations according to the installation and review with the Advisor specific issues to the company, to add or eliminate issues and adapt to your needs.

**Field Regulations**

1. **For all staff:**

* The passage of any unauthorized person, as well as minors looking to work in the field, is prohibited.
* No person should show up to work with symptoms of any disease, or under the influence of alcohol or any drug. Anyone who has symptoms of any infectious disease must inform their immediate boss to be removed from their duties.
* It is necessary to respect the safety and hygiene signs of the facilities.
* Perform your work with order and respect for your bosses and colleagues, as well as for flora and fauna.
* Staff should wash their hands properly before and after going to the bathroom or eating food, before entering their work area and whenever necessary, as well as drying with paper towels.
* Always disinfect your hands after washing them.
* Respect hygiene recommendations in bathrooms:
  1. Care and keep sanitary facilities clean.
  2. Any uniform must be removed before entering the bathroom and placed in the assigned place for this purpose.
  3. Wash your hands before and after going to the bathroom or eating food, as well as after any of the following situations:
     + Sneeze or cough in your hands.
     + Touch contaminated objects or unhygienic surfaces.
     + Touch or scratch any part of the body.
  4. Throw the paper in the trash.
  5. Lower the toilet lever after use.
  6. Open doors with your body, not your hands.
  7. Do not throw water on the floor, dry your hands with paper towels.
  8. Take care of the use of sanitary paper, hand paper, soap, and disinfectant.
* Do not eat, drink, smoke, and chew gum inside the workplace.
* Find an appropriate place and time for your food intake.
* Do not drink water from the irrigation system as it can cause ills in the body.
* It is forbidden to introduce agrochemical containers to the facilities.
* Take care of yourself and your colleagues of any risk, as well as cross the streets with caution and avoid throwing objects of any kind as they can cause an accident.
* Stay at an adequate distance from working machinery, as well as areas where fertilizers and agrochemicals are being applied.
* Make proper use of tools, equipment, and work machinery.
* Respect re-entry periods of areas with recent agrochemical applications.
* After your workday, it is recommended to bathe and wear clean clothes.
* When operating machinery, take maximum caution with other people and during the transport of personnel (except in machinery, where people are prohibited).
* Use the seat belt and report any faults in machinery and equipment.
* In case of any accident or anomaly, give notice to the nearest supervisor.
* Ask any questions you have regarding this regulation or the activities you carry out.
* Anyone who incurs any fault of this regulation will be prone to attention, a report being prepared or fired from the company, depending on the seriousness of the fault and the record one has accumulated.

1. **For harvest staff:**

* Wear arm or long sleeve protection in cutting activities.
* Avoid bringing loose clothing, watches, or jewelry (earrings, chains, rings, etc.). You can leave them in the personal property area.
* Discard any product that comes into contact with blood or other bodily fluid such as nasal secretions, saliva, etc. Remove the causing person so that they do not contaminate product.
* Any product that comes into contact with broken glass or any material that could cause physical contamination of the product should be discarded.
* Dispose of any product that comes into contact with the ground.
* Respect safety deadlines for areas with recent agrochemical applications, you can only harvest product when it has been released by the person in charge.
* Do not leave product without shelter or monitoring in greenhouses.
* Notify the safety supervisor or immediate head of incidents that jeopardize product safety control, occupational safety, and environmental protection.

1. **For agrochemical application personnel:**

* Inform yourself and confirm with the manager, the workspace where the application will be performed.
* Use the appropriate equipment for the application of agrochemicals (suit, gloves, mask, lenses, and boots).
* Place signals in batches or areas where agrochemicals have been applied.
* Perform triple washing and deliver empty containers to the supervisor.
* Follow all recommendations for the storage and application of agrochemicals.

**Packaging Regulations**

* + - 1. **Personal and uniform hygiene**

1. It is forbidden to work with symptoms of any illness or injury.
2. Mandatory use of hair net, sleeved shirt, long trousers, and closed shoe, in all areas.
3. Avoid bringing loose clothing, watches or jewelry (earrings, chains, rings, etc.). You can leave them in the personal property area.
4. Makeup is not allowed.
5. Keep your nails short, clean, and unpainted.
6. The use of moustache and long facial hair is prohibited. Only the use of a moustache can be allowed, with the protection of a mask.
7. Respect hygiene recommendations in bathrooms:
   * Care and keep sanitary facilities clean.
   * Any uniform must be removed before entering the bathroom and placed in the assigned place for this purpose.
   * Wash your hands before and after going to the bathroom or eating food, as well as after any of the following situations:
     1. Sneeze or cough in your hands.
     2. Touch contaminated objects or unhygienic surfaces.
     3. Touch or scratch any part of the body.
   * Throw the paper in the trash.
   * Lower the toilet lever after use.
   * Open doors with your body, not your hands.
   * Do not throw water on the floor, dry your hands with paper towels.
   * Take care of the use of sanitary paper, hand paper, soap, and disinfectant.
8. It is forbidden to touch product, if the hands are not clean and disinfected.
9. Always disinfect your hands after washing them.
   * + 1. **Safety and good manufacturing practices**
10. Food or beverages are not allowed in the work area, except for areas authorized for this purpose (dining room).
11. Lunches or snacks should be stored in the places intended for this purpose, and must also be contained in suitable containers: boxes or bags (paper, plastic).
12. Food stored in the designated space in the dining room must be consumed overnight at most.
13. Strictly prohibited: smoking, spitting, and chewing gum within work areas.
14. Take care of the cleanliness and order of your work area, always throw the trash in the containers.
15. It is forbidden to comb within the packing areas, they must do so in locker area.
16. The use of:
    * + - Cell phones
        - Portable and hearing aid radios.
        - Glass or plastic objects.
17. Workers should not sit or walk on machinery or packaging line equipment (Example: Tables, conveyor belts).
18. Sitting on finished product boxes is not allowed.
19. Work areas should be kept clean and tidy all the time, no objects should be placed on work surfaces or where they may contaminate the product.
20. It is not allowed to carry with you: pens, pencils, glasses, coins, etc. (particularly from the waist up).
21. Any door that is not in use must be kept closed.
22. Respect traffic lines and do not obstruct restricted or access areas.
23. Carefully handle the product to avoid bumps or accidents.
24. Do not place cardboard boxes or finished product on the floor.
25. Any fresh product that has fallen to the ground must be discarded.
26. Minors are not allowed to work. Persons between the age of 15 and 18 will only be able to work for 6 hours and with written permission from their parent or guardian.
27. Anyone who incurs any fault of this regulation will be prone to attention, a report being prepared or fired from the company, depending on the seriousness of the fault and the record one has accumulated.

**Field and Packaging**

1. **Discipline and order:**

* Perform your work with order and respect for your bosses and colleagues.
* Attend training courses when required.
* Respect and follow safety and hygiene signs.
* Make proper use of tool, equipment, and work machinery.
* In case of any accident, anomaly, or detection of suspicious person, give notice to the person responsible for the area.
* Ask any questions you have regarding this regulation.

**The introduction of glass materials to camp or field/packaging areas and warehouses is strictly prohibited as they are not required for any process within these areas, this is in order to avoid any physical contamination as a result of an accident where glass could break.**