



## VENDOR/CONTRACTOR GMP - GOOD MANUFACTURING PRACTICES ACKNOWLEDGEMENT

### **WAREHOUSE NOT PERMITTED:**

- ✓ See-through shirts and/or shirts that expose the abdomen or back skin.
- ✓ Obscene pictures or offensive slogans on clothing.
- ✓ Food or drink (except for water) is not permitted on the warehouse floor.
- ✓ The refrigerator in the lunchrooms is the only acceptable storage method for food.
- ✓ Food or drink is not permitted to be stored in lockers or cabinets at any time.
- ✓ Chewing gum not permitted on warehouse floor.
- ✓ Open toed shoes and/or sandals on the warehouse floor.
- ✓ Illegal drugs, firearms, knives, mace, pepper spray or any other type of weapon are not permitted anywhere on company grounds.
- ✓ Glass containers and/or drinking bottles on the warehouse floor.
- ✓ Unless authorized; radios, earphones, headsets, pagers, mobile phones and/or mobile devices of any kind are not allowed in any area of the warehouse floor. In case of emergencies, please inform family members of Romark's phone numbers and supervisors names; inform the supervisor of any situation that would require contact during work hours. Management may approve on an individual basis the employee to carry a cell phone.

### **WAREHOUSE PERMITTED:**

- ✓ Shorts and sleeveless shirts.
- ✓ Jewelry (earrings, rings, necklaces) and belts.
- ✓ Nail polish, false nails, and false eye lashes.
- ✓ Leather shoes, boots or sneakers are the only appropriate footwear to be worn in the work area.



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- ✓ Baseball caps, snow hats, and/or proper weather-related head gear that does not impede one's vision.
- ✓ Hair beads, clips, etc. are allowed on the Co-Pack production floor, if they are completely covered by a hairnet.
- ✓ Only customer approved safety knives.

### **WAREHOUSE OTHER REQUIREMENTS:**

- ✓ Florescent safety vests provided by Romark are required and/or Romark issued attire.
- ✓ Personnel with cuts or abrasions must be reported and covered with a protective dressing.
- ✓ Personnel with any infectious disease or illness must be reported and evaluated for fitness of duty; may not be allowed to come in contact with food materials.
- ✓ Hands must be washed with soap and/or sanitizer must be utilized if soap and water is not available before your shift and when returning from break room or restrooms.
- ✓ All personal items such as tobacco products, lighters, or medicines must be always kept out of the warehouse floor.
- ✓ Hairnets and beard nets must be always worn and cover hair and ears while in Co-Pack production areas.
- ✓ Hairnets and beard nets must be removed and disposed of prior to leaving the building; upon reentering a Co-Pack production area, it is required to obtain a new set, in order to avoid outside contaminants.
- ✓ Identification badges are required to be clearly visible and always worn; badges may not be ornamented, decorated, or altered in any way.
- ✓ Candy or packaging product dropped on the floor must be reported to the supervision and discarded.



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**NOTE:** Some of our Warehouses have a Co-Pack Area /division in them. If they do and you are working in any of these areas these are their specific permitted and not permitted items as well that you must follow.

### CO-PACK NOT PERMITTED:

- ✓ See-through shirts and/or shirts that expose the abdomen or back skin.
- ✓ Shorts and sleeveless shirts and/or rolling sleeves up.
- ✓ Clothes must be clean, free of holes, stains, frays, and tears. Pants must be worn properly, pulled up to the waist.
- ✓ Embellishments, stones, glittery material.
- ✓ Jewelry (earrings, rings, and/or all body piercings, necklaces etc.) and belts.
- ✓ Nail polish, false nails, and false eye lashes. Fingernails should be kept clean and trimmed.
- ✓ Perfume, cologne, or aftershave.
- ✓ Obscene pictures or offensive slogans on clothing.
- ✓ Food or drink is not permitted on the Co-Pack production floor. The refrigerator in the lunchrooms is the only acceptable storage method for food.
- ✓ Food or drink is not permitted to be stored in lockers or cabinets at any time.
- ✓ Chewing gum, candy, mints, and/or anything in mouth.
- ✓ Open toed shoes and/or sandals.
- ✓ Baseball caps, snow hats, and/or close-fitting cloth cap around head.
- ✓ Illegal drugs, firearms, knives, mace, pepper spray or any other type of weapon are not permitted anywhere on company grounds.
- ✓ Glass containers and/or drinking bottles.
- ✓ Only customer approved safety knives.
- ✓ Unless authorized; radios, earphones, headsets, pagers, mobile phones and/or mobile devices of any kind are not allowed in any area of the production floor. In case of emergencies, please inform family members of Romark's phone numbers and supervisors



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names; inform the supervisor of any situation that would require contact during work hours.

- ✓ You may not carry any personal items in your pockets while in the Co-Pack Production area.

### CO-PACK PERMITTED:

- ✓ Medical alert should be worn securely under clothing.
- ✓ Leather shoes, boots or sneakers are the only appropriate footwear to be worn in the work area.
- ✓ Hair beads, clips, etc. are allowed on the Co-Pack production floor, if they are completely covered by a hairnet.

### CO-PACK OTHER REQUIREMENTS:

- ✓ Florescent safety vests provided by Romark are required.
- ✓ Personnel with cuts or abrasions must be reported and covered with a protective dressing, metal impregnated Band-aids are required.
- ✓ Personnel must report missing bandages to any management member immediately.
- ✓ Personnel with any infectious disease or illness must be reported and evaluated for fitness of duty; may not be permitted to come in contact with food materials.
- ✓ All employees must practice good personal hygiene such as bathing and wearing deodorant as to prevent offensive body odors.
- ✓ Hands must be washed with soap and/or sanitizer must be utilized if soap and water is not available before the start of your shift, after absence from workstation, when returning from break room or restrooms and/or any time hands may have been contaminated.



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- ✓ All personal items such as tobacco products, lighters, or medicines must be always kept out of the production areas.
- ✓ Hairnets and beard nets must fit properly and be worn to encompass all hair including over ears while in the Co-Pack production areas.
- ✓ Hairnets and beard nets must be removed and disposed of prior to leaving the building; upon reentering a Co-Pack production area, it is required to obtain a new set, in order to avoid outside contaminants.
- ✓ Identification badges are required to be clearly visible and always worn; badges may not be ornamented, decorated, or altered in any way.
- ✓ Candy or packaging product dropped on the floor must be reported to the supervision and discarded.



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*Facilities And Sustainability  
Vendor Management – Vendor Quick reference and GMP sign off*

### **ATTENTION ALL CONTRACTORS**

***All contractors working in Romark Logistics must adhere to the above GMP guidelines and sign off annually:***

*It is the responsibility of the contractor to ensure that you and your employees adhere to all policies and procedures established by Romark Logistics as listed in the **Romark Logistics Vendor GMP Guidelines***



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*By signing below, all contractors and sub-contractors working on Romark property agree to abide by the above listed guidelines and any specific instructions that are provided during the project.*

*Signature also indicates that the company providing the contract work has been notified that failure to abide by these regulations could result in dismissal from the work site and potential elimination from the awarded contract.*

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
*Print*                                      *Sign*                                      *Date*

*This document shall be kept on file and serve as the contractor's notice of understanding and agreement to abide by the above GMP Guidelines for the term of a designated projects.*