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9. Policies

Hygiene, Environmental & Quality Policy

STATEMENT OF INTENT and OBJECTIVE

The aim of the organization is to demonstrate total customer satisfaction by applying and maintaining a structured and meaningful Hygiene and Quality Management System with regard to due diligence and to ensure that all internal arrangements and practices are suitable for this purpose.

To achieve this result, in the context of the groups expansion, the organization has adopted a policy of operating a co-ordinated Hygiene and Quality Management System, which conforms to the requirements of the BRC GLOBAL STANDARD –FOR PACKAGING AND PACKAGING MATERIALS Issue 6 and ISO 9001:2015

The objective is to ensure that products meet safe and legal requirements and that services are supplied to customers to a consistent high quality, to specification and in accordance with good hygiene and manufacturing practices at all times.

The organisation will continue to review the results of, and assess its objectives as part of its commitment to maintaining ongoing hygiene and quality standards via continuous improvement plans.

Verification of the organisations hygiene and quality management ability is provided by an independent and accredited certification body and in accordance with the BRC Global Standard and ISO 9001:2015.

Management acknowledge its responsibility by ensuring that all personnel are aware of their obligations under the organisation Hygiene and Quality Management System, are working to the system and disciplines at all times and in turn are provided with adequate training, support and resources.

It is a condition of entry that all visitors, contractors and staff obey the following hygiene rules:

- Smoking is only permitted in designated areas
- Hand Sanitizers to be used where provided
- Protective clothing to be worn when provided –compulsory for all to have hi-vis, safety shoes and ear protection
- No eating in production areas
- No drinking in production areas (except for water in a sealed spill-proof bottle)

Home laundering guidelines are issued for company workwear.

Locker rooms, toilets and canteens are provided and cleaned by our contracted cleaners.

This policy is driven by the management team and organisations strategic key results, it forms part of the policy document that defines the hygiene organisation and supporting systems which provides a planned and disciplined approach to all activities influencing due diligence, product integrity, service and customer satisfaction.

We are committed to the continuous improvement of the Quality Management System.

Environmental Policy

As part of our system scope, we are committed to continual improvement in our environmental performance, paying special attention to the following issues:

- Effective management of our emissions to air, water and land, seeking their elimination, re-use or reduction where practicable.
- We will also seek, again where practicable, to segregate and/or re-use all materials suitable for recycling.
- Compliance with relevant legislation and other requirements covering any of our operations.
- Ensure our processes and operations prevent pollution.
- Efficient use of energy.
- Minimisation of our consumption of natural resources.
- Effective management and minimisation of our waste streams.

We are committed to working in accordance with and maintaining the environmental management systems standard ISO 14001: 2015 at the Newmarket site. The Baillieston site is not ISO14001 certificated.

We are committed to setting environmental objectives and targets and monitoring and reviewing of our environmental performance against these objectives and targets.

We will encourage understanding of our environmental policy and objectives by our suppliers, customers, contractors and other interested parties.

We will make our staff aware of the environmental implications of their work as it affects us, our customers and our neighbours. We are committed to giving our employees and contractors all necessary instruction to enable them to comply with our environmental policy.

We are committed to providing the resources to enable us to implement our environmental policy.

In accordance with our defined scope, this policy provides a framework for the development and progressing of our environmental objectives.

In addition to the above we maintain a **Nut and Allergen Policy** at the Newmarket site.

Signed - Managing Director



Dated

01/07/2020