

Guidelines For Temporary And Contract Employees Good Manufacturing Practices (GMP's)

Below are principles that introduce employees to Regulatory guidelines, which help maintain what is referred to as Good Manufacturing Practices. As a contract employee of a temporary agency, you are responsible to follow GMP's and use them as daily guiding principles.

1. Written procedures are available for your reference and must be followed, as written or directed.
2. Documenting for traceability- Products are controlled through documentation, every piece needs to be accounted for in case of recall.
3. Designing facilities and equipment- Facilities are designed to create an environment that protects people, products, and materials.
4. Maintaining facilities and equipment- Maintenance personnel manages the equipment and facility to assure all are in good repair.
5. Validating work- Methods have been established to check our work and effectiveness of our equipment.
6. Job competence- Only temporary agency or contract employees demonstrating an active participation in our success by following our procedures, and contributing to our improvements, will be considered for permanent hire.
7. Cleanliness- Work areas must be maintained in an orderly fashion, while safeguarding products and material from being contaminated in any way. Only approved chemicals can be used. Safety Data Sheets (SDS) are available.
8. Component control- Materials are to be verified for correctness and protected from damage or deterioration. Products and materials cannot be stored or temporarily stacked on the floor.
9. Auditing for compliance- Periodic and random review of work in process and completed work will be performed to verify procedures are being followed.

Product and Branded Materials:

1. Customer products should never be opened, used or consumed. Product tampering is a criminal offense and grounds for dismissal.
2. No products may be removed from the facility.
3. Labels, boots, coupons and printed sleeves are branded materials and are to be used as intended per approved specifications and customer instructions. Labels should not be applied to production equipment or employee clothing and should not be removed from the production line area.
4. All branded materials must be controlled and reconciled to 1% per shift or job, whichever comes first.
5. Misuse and/or mishandling of any branded materials could be considered grounds for dismissal.
6. All containers used for storage, scrap, trash, or in-process materials must be suitable for use. Under no circumstances are customer product boxes or pointed display containers to be used for any purpose other than to hold products as marked.

Personnel Illness: Employees who have an apparent illness, fever, flu-like symptoms, open lesions, boils or contagious conditions are not to report to work. Employees observed with any such condition must be removed from the facility until the condition is corrected. A doctor's release may be required.

Sanitation: All employees must wash their hands prior to returning to work from all bathroom visits, breaks and lunches. Fingernails should be clean and short in length.

Dress code:

All employees working are required to report to work properly bathed and dressed in clean clothing. Employees working in production, warehouse or offices within these environments must adhere to our dress code. Office personnel are allowed to wear jewelry and sandals while working in their office environment, however must comply within our dress code when entering the production or warehouse environments, even for short periods of time.

1. Shirts must meet the belt line, even when reaching, with sleeves that cover and conceal the shoulders and armpits. Shirts must amply cover the person in a manner that is not perceived offensive or provocative. Clothing that is decorated with jewels or items that may fall off are not allowed. Muscle shirts or tank tops are not allowed. All hats with a brim or bill are prohibited. Loose fitting shirts may need to be tucked for safety reasons.
2. Shoes must cover the entire foot. Sandals and open toe shoes are not permitted. Approved Steel Toe shoes are required at Bethlehem and Canada in the production environment.
3. Shorts may be worn in the summer and must cover approximately half the thigh in length, however may be prohibited for some assembly lines and all manufacturing applications for safety reasons. All pants and shorts must be worn at the waistline

4. Jewelry (excluding wedding/ engagement rings) is not allowed. Earrings, necklaces, watches, visible body piercings and wallet chains are not permitted. Concealment with Band-Aids or tape is not acceptable and ring removal may be required when working around specific equipment. (Line Leaders, Supervisors and employees who rely on watches as a tool to perform their job or in the supervision of others, may wear wrist watches that will not be easily lost)
5. Medical alert pendants and wristbands are allowed however must be tucked to prevent injury or loss.
6. Facility specific policies may require hair nets and/or gloves to be worn when handling food, drug or other products. If gloves are used in cleaning activities or other activities that may result in contamination, they shall not be used on assembly or packaging lines.
7. Long hair must be pulled back or secured in the Warehouse/Production areas.
8. Large outdoor and winter coats, purses, bags, fanny packs, lunch boxes or other potential containers of concealment, are not allowed on the production floor or warehouse area. Any headgear worn may not impair vision or hearing. For locations with shared common spaces, large outdoor and winter coats may be neatly placed in a consolidated area near the entrance to the production floor or warehouse area. Appropriate protective clothing is allowed in refrigerated spaces.
9. Where local dress codes differ from these guidelines for safety considerations, specific requirements for specialized jobs or nature of business the local dress code is acceptable as long as it doesn't create unsafe or anti-hygienic conditions.
10. Acrylic and gel nails or the use of polish that may easily dislodge may not be worn on the production lines.
11. Make-up is allowed in moderation with no caking or flaking and excessive perfumes are not allowed due to the potential for product contamination.
12. Eye glasses must be worn at all times within the Production and warehouse environment. Glasses can be safety glasses or prescription glasses but must have a clear lens large enough to cover the whole eye. Tinted or colored glasses are not allowed unless prescribed by a doctor.

Water Bottles: Employees are not allowed to bring water in the production area. The site will provide water stations and cone shaped disposable drinking vessels placed within reasonable distances around the facility. Some facilities restrict water based on the product type or customer requirement.

Plant & Grounds: All employees are expected to maintain a clean and orderly facility. Break rooms and restrooms will be adequately maintained through a cleaning schedule however, every employee is responsible for picking up after themselves. Please dispose of all trash in their proper containers.

Reporting:

SAFETY GUIDELINES

1. Employees will share the responsibility for their safety by participating in all safety training, following the guidelines listed below and reporting all concerns or potential hazards to their Supervisor.
2. Identifying hazards is critical in preventing accidents/injuries. All accidents or injuries must be reported to your Supervisor immediately or no later than end of shift. Failure to do so may result in disciplinary action.
 - 2.1. The Supervisor will assess the accident and determine whether first aid, medical attention or emergency services are required.
 - 2.2. The Supervisor will investigate, and complete an Incident Report.
 - 2.3. The report will be given to the HR or EHS designee.
 - 2.4. The HR or EHS designee will review the report, request additional information and determine whether it is a recordable incident.
3. All recordable incidents will be recorded on the OSHA 300 Log.

Safety Communications:

1. While working at Menasha Packaging Company locations, you may come in contact with chemical agents that are considered hazardous. Hazardous chemicals can include everyday use cleaning products, fluids, solvents, adhesives, aerosols etc. Handle all chemicals with care and caution and use protective equipment as directed. Safety data sheets available for your review to help assure that you are protected while handling all chemicals. Ask your supervisor to help you locate this information.
2. *Refrigerated Sites-* Refrigerated site temperatures are maintained with the use of Anhydrous Ammonia. Should you smell the distinct odor of Ammonia report it to your Supervisor immediately.
3. All items that have been in contact with blood must be contained and disposed of through an authorized bio-hazard agency. Only properly trained employees may handle blood clean-up.

Employee Conduct:

1. To reduce the risk of injury, employees are required to use the following safe lifting techniques:

- 1.1. Face the load squarely. Do not twist. Plant your feet sufficiently apart to maintain a balanced comfortable stance.
- 1.2. Get a balanced grip on the load, taking into consideration its center of gravity.
- 1.3. Bend at the knees, keeping your back as straight as possible.
- 1.4. Fill your lungs with a normal amount of air, to act as a cushion for your stomach muscles.
- 1.5. Ease the load up. Do not jerk it.
- 1.6. Raise the load using your leg muscles, not your back.
- 1.7. Keep the load close to your body.
- 1.8. Know your lifting limit. Get help with loads that are too heavy.
- 1.9. When carrying a load, always have a clear view of the path ahead.
2. Only opening and cutting utensils approved by Menasha Packaging Company, may be used.
3. Use only tools in good repair or condition; promptly report all defective tools and equipment to your supervisor.
4. Running, horseplay, roughhousing, practical jokes, scuffling around, jumping or throwing objects are prohibited behaviors and individuals caught doing so will be subject to immediate dismissal.
5. Do not distract fellow employees suddenly or unexpectedly.
6. Personal protective equipment and devices such as goggles, face shields, etc. provided to perform certain jobs and operations must be worn.
7. No smoking – tobacco smoke, electronic cigarettes, including vapor, are prohibited on company property.
8. Food, chewing gum, candy and beverages are not allowed in the production area. Open food or drink shall not be stored in lockers, desks or file cabinets.
9. Cell phones, headphones (including blue tooth devices and speakers), are not permitted in the production area - - except for managers and supervisors.
10. When using the pull-down, retractable or independent extension cords, always make sure the cord is clear of moving equipment, walk ways, forklift traffic and water.
11. Weapons, explosive devices and accelerants. Weapons of any kind are prohibited. A weapon is generally something used to injure, defeat or destroy. Examples of prohibited weapons: all firearms, knives (any kind), explosives, daggers, razors with an unguarded blade, blackjack, slingshot, billy club, metal knuckles, metal pipe or bar.
12. Theft and/or destruction of company property may be grounds for termination
13. Only authorized users are allowed to use company computers

Housekeeping:

1. Fire extinguishers, exits and aisles must be kept clear of obstructions at all times.
2. Access to "emergency eye wash fountains" and any other First Aid Emergency equipment is to be kept free and clear of obstructions at all times.
3. Access to all electrical control panels and breaker boxes is to be kept free and clear of obstructions.
4. All work areas must be kept clean and orderly at all times. Do not leave tools, materials, or other articles where they may fall or someone might trip over them.
5. Skids, pallets, etc. are to be stored in authorized and designated areas only, and are to be stacked in a flat manner. Skids, pallets, etc. are not to be left standing on ends, edges, or left leaning against loads, cartons, machinery, or any other object where they may be subject to falling.
6. Remove metal or plastic banding from pallets of material with caution. Dispose of banding and stretchwrap so as not to cause a tripping hazard.
7. Keep all materials clear of marked or designated aisles, do not stack or set materials over the marked lines.

Equipment:

1. Climbing on, over, or under equipment is not allowed.
2. DO NOT REMOVE any safety warning tags or signs ("Danger", "Warning", "Do Not Start", "Do Not Use", or "Out Of Order") from any equipment and DO NOT USE any equipment with such tags.
3. Only authorized employees may operate or service any other equipment. **Authorized Employees:** Before attempting to undo jammed equipment, oil, lubricate, or perform minor repairs, equipment operators are to turn off and "lockout" all power sources to equipment (electric & air) reducing equipment to a "zero energy (ZES)," and place a "Danger-Do Not Start" safety tag on control switch. This will prevent unauthorized or unexpected start-ups of the equipment. Safety guards or devices removed during machine repairs or mechanical adjustments shall be replaced immediately.
4. Only qualified maintenance personnel are to open or access any electrical control panels or boxes whether attached to machinery or free standing.
5. Never leave any operating machinery unattended.
6. If any machine guard or safety device is broken, missing, or inoperable, report it to your supervisor at once. Do not operate the machine or equipment again until your supervisor gives you permission to do so.

7. Employees are not to “override”, restrict, or otherwise render inoperable any safety equipment, guards, or devices involved with any machinery, equipment, or building. Such safety guards and devices are for your protection and safety.
8. Employees are not to place their hands, legs or any body parts in operating machinery at any time.
9. While operating or working at or near some equipment, employees may be asked and expected to protect themselves by adhering to an equipment compliant dress code as follows:
 - 9.1. Clothes must be tucked. Examples: Loose shirts, open sweaters, loose or unbuttoned sleeves, ties, bandanas, etc.
 - 9.2. Dangling items must be restrained. Examples: extending loops, chains, neck style badges, etc.
 - 9.3. Rings and watches need to be removed to prevent snagging or catching by moving parts.
10. Hot melt glue guns, and heat tunnels operate at high temperatures and may cause burns. Keep your body parts away from these units.

Forklifts and Pallet Jacks:

1. Do not walk, stand, work, or pass under the elevated forklifts or loads of an industrial power truck.
2. Only certified and authorized employees may operate forklift vehicles.
3. Do not slide or push skids across the floor.
4. Passengers are not permitted on forklifts unless contained in approved safety cage with spotters watching.
5. When operating a pallet jack, do not allow anyone to stand on a pallet while you remove the jack or ride on pallet or pallet jack forks.

Evacuation: Be aware of your surroundings. Exit maps are posted in various locations throughout the building. When you report to work at a MPC location, familiarize yourself with exit locations. In the case of an emergency, your supervisor or line leader will escort you out of the building to the designated meeting place. Please stay with your group, so that we can properly account for all personnel.

General Guidelines

Fitness for Duty:

Menasha Packaging Company recognizes the adverse effects that the abuse of drugs and alcohol can have on an employee’s job performance and our entire work environment. Any temporary agency or contract employee suspected of being under the influence of illegal drugs or alcohol, while on the job or of using, possessing, selling, purchasing, receiving or distribution of illegal drugs or alcohol while on Menasha Packaging Company premises will be dismissed immediately.

Allergen Alert:

Menasha Packaging Company handles a variety of customer products and materials, some of which may contain known allergens. Please advise your temporary agency representative if you have any known allergens. To protect consumers from inadvertent exposures to allergens, all employees are required to prevent mislabeling, incorrectly packaging or concealment of known allergens. Employees must thoroughly wash their hands after handling allergen products before performing unrelated tasks.

Sexual Harassment and Discrimination: Harassment and discrimination of any type or form is prohibited while working at Menasha Packaging Company and will be grounds for immediate dismissal.

Confidentiality: You may not discuss any projects, customers or activity relating to Menasha Packaging Company or their customers outside the facility or with parties not part of Menasha Packaging Company. Confidentiality must be maintained at all times.

Legal To Work: Only workers who have provided approved documentation to support their legal status to work in this country and are at least 18 years of age are allowed to work at Menasha Packaging Company.

No Access Rule: Temporary employees are permitted within the building and grounds during assigned or approved work hours only. Please leave the premises promptly at the end of shift, and you are not to reenter the premises on “off-hours.”

Training: You will be trained by various personnel, including other temporary employees. In all cases, please be clear that you understand the training you receive, before doing the work.

Check In: When reporting to work at Menasha Packaging Company, you must first check in with your agency



Personal Belongings:

Menasha Packaging Company cannot accept responsibility for lost, stolen or damaged property. You are responsible for any personal belongings you bring to the job site. Purses, bags, fanny packs, back packs, oversized coats and other possible concealment items, are not allowed on the production floor or warehouse areas. Menasha Packaging Company reserves the right to inspect all personal belongings at any time as part of our security measures. All employees are asked to offer for inspections any lunch boxes, bags, brief cases or other articles of possible concealment.

Telephone Calls: All emergency phone calls must be directed to the agency office. Menasha Packaging Company will not receive calls for temporary employees.

Statement of Comprehension and Agreement

My signature below certifies that I have read and understood all Guidelines for Temporary and Contract Employees. I agree to abide by all of the policies and procedures as a condition of placement at any Menasha Packaging Company location.

I have read, understood and agree to abide by the sections in the Guidelines on:

- **Good Manufacturing Practices (GMP's)**
- **Safety Guidelines**
- **Injury Reporting**
- **Hazardous Communications**
- **Evacuation**
- **Fitness for Duty**
- **Allergen Alert**
- **Sexual Harassment and Discrimination**
- **Confidentiality**
- **Legal to work**
- **No access rule**
- **Training**
- **Check In**
- **Personal Belongings**
- **Telephone Calls**

I understand that violation of any of these guidelines may result in the immediate termination of my assignment at any MPC location.

Printed Name _____

Signature _____

Agency representative signature verifying understanding and agreement

Signature _____

Date _____

GMP Quiz



Name:

Date:

1. GMP means:

- a. Good Morning Parents
- b. Great Memory Point
- c. Good Manufacturing Practices
- d. Good Manufacturing Plans

2. All pallets must be stored 18" away from the wall.

True **False**

3. False eyelashes can be worn.

True **False**

4. A nose ring can be worn as long as it is covered by a bandage of some sort.

True **False**

5. Which of the following is not allowed on the production floor?

- e. Safety Glasses
- f. Safety Knife
- g. Candy
- h. Safety Shoes

6. Only Menasha approved and supplied safety knives are allowed in the plant.

True False



May 24,2019

Subject: Break Times

I,, on assignment at Menasha Packaging Canada support their break schedule of 2, 20-minute breaks during our regularly scheduled shift. I understand these breaks will occur in each consecutive 5-hour period.

As discussed in my onboarding discussion with my staffing supplier, Menasha Packaging Canada, the company I am assigned to, will be updating the break schedule to have both break times begin earlier during your shift.

Employee Signature:

Employee Name:

Date:

(DD/MM/YYYY)

MEADOWLINK EMPLOYMENT SERVICES

2980 Drew Road, Unit # 117, Mississauga, ON L4T OA7

T: 905-678-1040 F: 905-678-1044



- Menasha is a tobacco, drug, and alcohol-free working environment.
- This includes Washrooms areas; locker areas as well as Menasha and client footprint- for example, parking area/yard area.
- None of the unauthorized substances should be taken prior to work starting and during working hours.

If the above is observed, it will result in grounds for immediate dismissal and DNR from all Menasha Sites.

Employee Signature:

Employee Name:

Date:
(DD/MM/YYYY)



Menasha Workplace Violence and Harassment Policy-
Acknowledgement of receipt and understanding.

I hereby certify that I have read and fully understand the contents of the Workplace Violence and Harassment Policy dated October 21, 2019. My signature below certifies my knowledge, acceptance, and adherence to Menasha Workplace Violence and Harassment Policy.

Employee Signature:

Employee Name:

Date:

(DD/MM/YYYY)



Workplace Harassment and Violence Policy

I hereby certify that I have read and fully understand the contents of the Workplace Harassment and Violence Policy dated October 21, 2019. My signature below certifies my knowledge, acceptance, and adherence to Meadowlink Employment Workplace Harassment and Violence Policy.

Employee Signature:

Employee Name:

Date:
(DD/MM/YYYY)

MEADOWLINK EMPLOYMENT SERVICES

2980 Drew Road, Unit # 117, Mississauga, ON L4T OA7

T: 905-678-1040 F: 905-678-1044



Receipt & Acknowledgment of Assignment at Menasha

I acknowledge that I have received a copy of the job description for my temporary assignment at Menasha Packing of GENERAL LABOUR I further acknowledge that I have read and understand the Expectations outlined in the job description.

Employee Signature:

Employee Name:

Date:

(DD/MM/YYYY)

Visitor's Health Declaration Form

The safety of our employees, suppliers, customers, families, and visitors remain Menasha Corporation's overriding priority. To reduce the potential risk of exposure to COVID-19, visitors will not be permitted at our site unless it is for business-critical purposes. Those who will be visiting are asked to fill out this form and bring it with you. If any of the restrictions below apply to you or others in your party, we will ask that you not enter our facility and work with your Menasha Corporation contact to establish an alternate method to connect.

Visitor Information

Name of Visitor: _____

Name of Company: MENASHA

Contact Number: _____

Email: _____

Intended Date of Visit: _____

Purpose of Visit

Business Visit

Recruiting Interview

Personal Visit

Other

Are you with a Federal or Provincial Regulatory Agency?

Yes No If yes, please indicate the agency Meadowlink Employment Services
Regulatory agency representatives are exempt from signing this form prior to entering a Menasha Corporation facility.

Other Information

Have you traveled to countries or states of emergency in the United States as identified by the [Centers for Disease Control and Prevention \(CDC\)](#) within the last 30 days?

Yes No If yes, please provide details

Have you had close contact with someone who visited these locations over the past 30 days?

Yes No

Have you come into contact with someone with a suspected or confirmed case of COVID-19?

Yes No

Are you showing any flu symptoms? (e.g. fever, coughing, shortness of breath, sore throat)

Yes No

NOTE: All visitors and guests, regardless of origin or agency, must comply with Menasha Corporation's GMPs, Sanitation, and Safety Standards.

Thank you for your cooperation and understanding.