

<i>Nutreco Internal</i>		<b>Document no:</b> TNU/ISO/DOC/47
<b>FS08.2-14: Personnel Behavior Code of Practice</b>		<b>Revision:</b> 01
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<b>Organization:</b> Tunga Nutrition Uganda		<b>Process:</b> Employees, Visitors, Contractors

**Tunga Nutrition Uganda Limited is committed to the manufacture and supply of safe, high-quality animal feed products that consistently meet customer expectations and applicable statutory & regulatory requirements.**

To ensure this, the following personal hygiene rules and behaviors shall be followed by all employees, contractors and visitors entering production areas, which include the production hall, warehouses and the yard

#### **SMOKING AND EATING**

- Smoking or vaping is strictly prohibited in production areas. Smoking or vaping is only allowed in the designated area next to the cafeteria.
- Eating, chewing or drinking is not permitted in production areas.
- Spitting is strictly prohibited anywhere within the premises.

#### **JEWELLERY, PERSONAL ITEMS AND PERFUMES**

- Earrings, necklaces, bracelets, rings (except a plain wedding band), piercings, watches, pins, false eyelashes, and similar items are not allowed in production areas.
- Personal items including phones, medicines, jewellery, watches and wallets shall be stored only in designated lockers or allocated areas.
- If a personal item cannot be removed for medical or religious reasons, appropriate protective controls (e.g. gloves or covers) shall be applied to prevent contamination.
- Use of strong perfumes or scented products is prohibited in production areas.

#### **PERSONAL HYGIENE & BEHAVIOUR**

- Personnel shall avoid unhygienic behaviors such as picking the nose or touching the mouth, face, or other potential sources of contamination in production areas.
- Sneezing or coughing over unprotected products is prohibited.
- Illnesses or symptoms such as diarrhea or vomiting shall be reported immediately to the line manager/supervisor.

#### **HAIR, HANDS AND NAILS**

- All hair shall be fully covered using a hair net or hard cap.
- Nails shall be kept short and clean. Nail polish and false nails are strictly prohibited in production areas.
- Hands must be washed and disinfected after using toilets and whenever entering production areas.

#### **PROTECTIVE CLOTHING**

- PPE, as defined for each area, shall be worn before entry into the production areas.
- Open shoes or sandals are not permitted.



Alex Ontita

**Quality Manager - TNUL**

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