

KDC|Columbus uses a **zone-based** approach to define specific Safety and Good Manufacturing Practices (GMPs) requirements for each area of our facility. **Zone** requirements are based on the specific activities conducted in each area and the level of exposure to injury and/or product contamination. Signs are posted throughout the facility to identify each **Zone**.

Production areas, defined as areas where products are filled and packaged on a production line, are identified as **YELLOW Zones**. Any temporary worker assigned to our production areas is required to adhere to the **YELLOW Zone** requirements as defined below. However, temporary workers working in or passing through different **Zones** must follow the applicable dress requirements for that **Zone**. If the dress requirements for such **Zone** cannot be met, temporary workers are not authorized to work in or pass through the area.

Guidelines for the **YELLOW Zone**

- **Safety Glasses**
 - Temporary workers are **NOT** permitted in production areas, or other designated areas, without their safety glasses properly worn to protect their eyes.
 - Staffing agencies are responsible for providing KDC approved safety glasses to their workers prior to their assignment at KDC.

- **Steel Toe Safety Boots/Shoes**
 - Steel toe safety boots/shoes are **NOT** required by temporary workers performing the essential functions of a Packaging Operator, as defined in the approved job description, except in cases where the temporary worker is trained and authorized to operate a pallet jack as part of their daily assignment. In such cases, the temporary worker **MUST** wear safety shoe toe guards provided by KDC management, or steel-toe safety boots/shoes purchased by the temp, at all times while operating a pallet jack.
 - Steel toe safety boots/shoes **ARE** required by all other temporary workers as defined by their assignment and working **Zone**.
 - Temporary workers in administrative roles passing through Production areas or the Warehouse **MUST** remain in the designated pedestrian walkways. If he/she is required to step outside of the pedestrian walkways, or enter other areas throughout the facility requiring steel-toe boots/shoes without a designated pedestrian walkway, steel-toe safety boots/shoes **ARE** required.

- **Uniforms**
 - Temporary workers are **NOT** issued a standard KDC uniform but **ARE** supplied a KDC smock at the start of their shift to wear over their personal attire. Such attire must adhere to the guidelines described in the Dress Guidelines for Personal Attire section below.
 - Smocks **MUST** be buttoned.
 - Smocks **MUST** be returned to the smock room at the end of each shift.

- **Hairnets & Mustache/Beard Nets**
 - Hairnets and mustache/beard nets **MUST** cover all hair including bangs, beards, mustaches and sideburns.
 - Temporary workers are **NOT** permitted in production areas, or other designated areas, without their hairnets and mustache/beard nets properly worn to protect from product contamination.
 - KDC supplies hairnets, and mustache/beard nets for all temporary workers. These supplies can be found at the entrance of all **Zones** where required.

- **Gloves**

- Disposable nitrile gloves or a QA approved substitute must be worn when handling any product, product containers and/or product components.
- Periodically sanitize gloves with 70% alcohol solution throughout their use.
- Immediately replace and dispose of any damaged or soiled gloves.
- Notify supervision if fragments of gloves cannot be located after working with product contact equipment (tanks, totes, components, filling lines)
- Dispose of gloves, hairnets, and mustache/beard nets when leaving Zones.

Dress Guidelines for Personal Attire

KDC is committed to maintaining a clean, safe and professional environment for all employees, temporary workers, contractors and visitors. The following guidelines ensure we protect and enforce that commitment.

- Personal attire **MUST** be clean and without food, particles, chemicals, or other substances that may cause product contamination.
- Personal attire **MUST** fit properly.
 - Excessively loose, baggy, or saggy clothing is **NOT** permitted.
 - Exposed undergarments are **NOT** permitted.
- Long pants **ARE** required.
 - Jeans or khaki pants **ARE** recommended and preferred.
 - Sagging pants below the waistline are **NOT** permitted.
 - Pants with holes, tears, fringes, rips or shaved/raveled threading are **NOT** permitted.
 - Pants with buttons, snaps, or zippers (except those used to secure the front of the pants) are **NOT** permitted.
 - Pajama bottoms are **NOT** permitted.
- Dresses, skirts, or skorts are **NOT** permitted.
 - Employees requesting to wear skirts as required for health or religious purposes must obtain approval in advance by Human Resources. Under appropriate circumstances, and applicable by all local, state and federal laws, an accommodation may be available that would allow an employee to wear such skirts. However, at a minimum the skirt must **NOT** be excessively loose or flowy, fall below the top of the shoe, and must be worn over long pants.
- Midriff, halter, tank, off-the-shoulder, see-through, spaghetti strapped or fringed tops, shirts, sweatshirts, and coats are **NOT** permitted.
- Hooded tops, shirts, sweatshirts, and coats **ARE** permitted **BUT** the hood **MUST** be tucked into the smock at all times.
- Clothing containing profanity, pornographic, offensive, illegal or obscene words, terms, logos, pictures, cartoons or slogans are **NOT** permitted.
- Comfortable athletic shoes **ARE** recommended.
 - Shoes **MUST** cover the entire foot to the ankle.
 - Shoes **MUST** be anti-slip, e.g. rubber-soled.
 - Open-top, open-toe, open-heel, and high-heel shoes are **NOT** permitted.
 - No flats, stilettos, pumps, sandals, loafers, flip-flops, slippers, ballerina, moccasins or similar style shoes are permitted.
- Jewelry is **NOT** permitted, including but not limited to watches, earrings, bracelets, necklaces, rings, lapel pins, and buttons.
 - Medical Alert tags **ARE** permitted.
- Hats, including but not limited to baseball-style, fedora, cowboy, bucket, and visors are **NOT** permitted.



- Toboggans, beanies, bandanas, bonnets and other tight fitting caps **ARE** permitted **BUT** must be business appropriate and fully covered with a hairnet.
- Employees requesting to wear head covers required for health or religious purposes must obtain approval in advance by Human Resources. Under appropriate circumstance, and applicable by all local, state and federal laws, an accommodation may be available that would allow an employee to wear such head covers. However, at a minimum the head cover must be worn under the hair net and tucked into the smock and must be free of jewelry, including but not limited to sequins, studs and glitter.

KDC management will apply their best judgement in determining the appropriate action for any temporary worker violating the guidelines above. The safety, security, health, and other company policy violations will be considered when determining the appropriate action, which may include, but not limited to, any of the following:

- 1) Allow the temporary worker to continue to work with a temporary fix and agreement to not violate the guidelines in the future;
- 2) Send the temporary worker home to correct the violation and return to complete their current shift;
- 3) Send the temporary worker home and report to their next scheduled shift;
- 4) Request the temporary worker not be returned to KDC, also referred to as a DNR (Do Not Return).

KDC expects management to make all efforts to retain the temporary worker, however, management is also authorized to request a DNR based on the severity of the violation and/or frequency of violations.



1. **Personal Hygiene**
 - a. No candy, gum, food, drinks or tobacco products permitted in warehouse/production areas
 - b. Wash hands thoroughly after restroom breaks and at any other time when the hands may have become soiled.
 - c. Maintain adequate personal cleanliness (Sweat, clean hair, clean clothing), including open cuts and lesions.
2. **Assignment and Work Areas**
 - a. All employees are to be trained on GMP prior to performing job function
 - b. Proper Packing means all boxes must have all contents before passing through a tape machine.
 - c. Report spills immediately and take measures to prevent injury (i.e. place "wet floor" signs, if necessary, etc.)
 - d. Production lines should be kept free of debris, and all materials should be stored 36" from the walls.
 - e. Never use equipment or machinery you have not been trained for and/or approved to use by KDC
 - f. Never use unapproved knives or blades to cut or open boxes.
 - g. Maintain proper lids on all alcohol containers and cleaning products.
 - h. Never climb on equipment or product; always use industrial type ladders w/ hand-rails in the lines.
 - i. Never move equipment of any kind w/out permission (including fans).
 - j. Never run or physically play around in all areas of the warehouse/production areas.
 - k. Never clean machinery (or any part of a machine) that is running or being repaired - wait till it has stopped or is off.
 - l. Never work around broken equipment or attempt to repair equipment.
 - m. Never remove or over-ride safety guards/interlocks on machinery.
 - n. Observe all products for quality deficiencies. Report deficiencies or all incidents/acts that may potentially compromise the quality of products to Leadership immediately.
3. **Ground and Facilities**
 - a. Keep immediate outside vicinity of building clear, including employee entrances. Keep all outside doors closed.
 - b. Do not walk through grass, flowers, or bushes; do not hang out or linger near non-employee entrances.
 - c. No loitering in the parking lot at any time. Do not park on spaces mark as "RESERVED" or "VISITOR" at any time. No speeding or double-parking allowed. Parking in unauthorized areas may result in your vehicle being towed at the owner's expense. Always observe safe driving rules in KDC parking; parking lot speed limit is 5 mph.
 - d. Keep warehouse clean of debris or trash, and clean up when observed. All pallets must be clearly identified.
4. **Surveillance, Security, and Drug Testing**
 - a. All public areas of the workplace and parking areas are subject to 24 hour video surveillance.
 - b. Any personal property brought on KDC's property is subject to search, including body, clothing, and vehicles.
 - c. Refusal to consent to or allow a bodily or personal property search upon request shall result in immediate termination of assignment w/ KDC and will constitute reasonable cause to seek aid from law enforcement.
 - d. Employees must submit to post accident or reasonable suspicion drug testing.
 - e. Alcohol & illegal drug consumption while on company time or property or testing positive drug test (includes unpaid break & meal periods) will result in immediate termination.
5. **Time Clock and Identification**
 - a. All employees are responsible to clock in/clock out, clocking in/out another employee is immediate termination.
 - b. Employee's identification badge must be maintained "on your person" at all times.
 - c. Do not cut in line during clock in or clock out, and never change production lines unless instructed to do so.
6. **Electronic Devices**
 - a. No cell phones, radios, iPods or personal music devices are allowed in warehouse/production areas.

- b. No headphones/ear buds allowed in warehouse/production areas.
- c. No cameras or recording devices are allowed in warehouse/production areas.
- d. Use of electronic devices must be done in designated areas during designated meal/break times.

7. Breaks and Unscheduled Breaks

- a. KDC has one 30 minute unpaid break. You do not need to clock out, it is automatically deducted
- b. Reporting late from break is cause for disciplinary action.
- c. Employees MUST present their time card to the security desk when going outside during break

8. Restroom, Break Room, and Common Areas

- a. No paper towels in toilets (toilet paper only) or urinals.
- b. Do not run to or from break room during breaks, or for clocking out.
- c. Water fountains are for drinking water only. Restroom sinks are for washing face and hands only. When available, shower stalls/cleansing stations are for washing any other part of the body.
- d. All Employees are responsible to clean up after themselves in the restrooms
- e. Feminine hygiene products must be properly disposed in trash cans or receptacles in stalls
- f. Defacing, destroying & damaging company property (e.g. graffiti on bathrooms) will result in termination

9. Miscellaneous

- a. Harassment complaints must be immediately communicated to your supervisor.
- b. Injuries, near-injuries, and/or safety hazards must be immediately communicated to your lead or supervisor.
- c. Report unsafe working conditions to Leadership (i.e. machinery must be in working condition, bare electrical wires, broken/missing parts, safety guards/interlocks present)
- d. I understand where the Eyewash Station, First Aid Kits, Fire Extinguishers, and Emergency Exits are located.
- e. I understand what Lock out/Tag (LOTO) out means and the severity of what can happen when LOTO is not followed properly. I will not to go near, work on, or attempt to start any equipment in a Lock out/Tag out status.
- f. I understand Safety Data Sheets (SDS) and the Globally Harmonized System and Labeling of Chemicals (GHS), and that I can request product identifier, signal word, pictogram, and hazard statement printouts.
- g. Always know where Emergency Exits are located, never block emergency exits or electric panels, and maintain a clear walk way between the lines (evacuation route) in case of an emergency.
- h. In the event of an evacuation, employees MUST stay w/ their respective line and or work area. Walk to their assigned meeting place outside the building. Not meeting at your rally point will result in immediate termination.

I have read and understood the Dress Guidelines, GMP, Policies, and Work Rules of KDC. I was given the opportunity to ask questions. I understand KDC reserves the right to update or change the rules at any time. I understand and agree to follow all GMP, Policies, and Rules. Failure to comply w/ these rules will result in disciplinary measures up to and including termination.

Employee Name (printed): _____

Employee Signature: _____ Date: _____