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**Reflex GmbH & Co. KG**

# Hygiene Policy

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## Inhalt

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# Hygiene Policy

## 1 Instruction

The manufacture of paper products that come into contact with food requires the highest standards of hygiene to ensure consumer safety and health. This hygiene policy describes the measures required to ensure that all production and processing procedures comply with applicable legal requirements and best practices in food hygiene.

## 2 Personal hygiene

All employees are required to comply with the following hygiene regulations before starting work and during their shifts:

- **Hand washing and disinfection:** Hands must be thoroughly washed and disinfected before entering production areas. This applies in particular after breaks and after using the sanitary facilities.
- **Clothing and equipment:** All employees must wear suitable protective clothing that is washed and disinfected regularly. This includes special work clothes, hair nets, and, if necessary, gloves and face masks.
- **Smoking ban:** Smoking is prohibited throughout the entire plant. Smoking is only permitted in designated areas.

## 3 Production environment

Production facilities must always be kept clean and hygienic. Important measures include:

- **Cleaning and disinfection**: All production areas, machines, and utensils must be cleaned at least once a day and disinfected regularly. Particular attention must be paid to areas that come into direct contact with food contact papers.
- **Air quality**: Air circulation in the factory must be checked regularly to ensure adequate air quality. Hall doors must be kept closed at all times.

## 4 Material transport

The handling of raw materials and finished products must be carried out in accordance with strict hygiene regulations.:

- **Raw materials:** All materials come from approved and qualified suppliers and are checked for hygiene before use. Packaging must be inspected before opening.
- **Storage**: Raw materials and finished products must be stored in clean, protected areas to prevent contamination. Waste must be stored in separate, designated containers and disposed of regularly.

## 5 Dealing with pests and insects

To ensure hygiene in the paper mill and the safety of food contact papers, preventive measures are taken against pests and insects.:

- **Preventive measures:** Regular inspections of production and storage areas are carried out to detect signs of pests or insects at an early stage. All entrances and windows are secured with suitable screens or grilles to prevent pests from entering.
- **Cleaning and waste management:** The production and storage areas are cleaned thoroughly. There are defined and documented cleaning plans and procedures for this purpose. Waste must be stored in closed containers and disposed of regularly to eliminate potential food sources for pests.
- **Monitoring-System:** A pest monitoring system has been set up to monitor the activities of potential pests. A professional pest control company has been hired for this purpose. All measures are documented.
- **Regular audits:** The effectiveness of measures to combat pests and insects is regularly reviewed. Regular internal audits are carried out.

## 6 Training and awareness raising

All employees receive regular training on food safety and hygiene. The training content includes:

- **Hygiene practices:** Raising awareness of the importance of personal hygiene in the production process.
- **Emergency measures**: Procedures for hygiene incidents and emergencies must be clearly communicated and practiced.

## 7 Monitoring and documentation

Compliance with all hygiene guidelines is monitored regularly. Important points are:

- **Documentation:** All cleaning and disinfection work, as well as training courses, are documented. These records must be kept for at least three years.
- **Internal Audits:** Regular internal audits must be carried out to verify compliance with hygiene standards and identify any weaknesses.

## 8 Reporting hygiene violations

All employees are required to report hygiene incidents immediately. This includes:

- **Impurities:** Immediate reporting of contamination or other hygiene incidents to the responsible department management.
- **Health problems:** Employees with infectious diseases or symptoms are required to report this and are not permitted to enter the production areas.

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## 9 Conclusion

Compliance with these hygiene guidelines is of utmost importance for the quality and safety of food contact papers. All employees are required to take these guidelines seriously and actively contribute to creating a hygienic production environment.

Approved by:

Dr. Tiemo Arndt
Management Board