

Originated from: AA - 0 - HYG - 001 Reason for change:
Changes Eliminating Ahlen

1. Purpose

Personal hygiene is an important factor influencing the quality of our products. Visitors are also required to comply with the level of personal hygiene required of them. The site-specific instructions must also be followed so that the hygiene of the respective environment is not negatively affected by appropriate behavior. The aim of this regulation is to prevent contamination of raw materials, semi-finished products, end products and packaging and to limit the growth of microorganisms. This work instruction provides the basics of the General Regulations and Hygiene for Visitors.

2. Scope of application and responsibility

These procedural instructions apply to the sites:

Division Pork:

Fleischwerk Weißenfels GmbH, Am Schlachthof 1, 06667 Weißenfels
R. Thomsen EU-Großschlachtereie GmbH, Neuer Kamp 1, 25548 Kellinghusen
Tönnies Lebensmittel GmbH & Co. KG, In der Mark 2, 33378 Rheda-Wiedenbrück
Tönnies Zerlegebetrieb GmbH, Am Schlachthof 1, 06667 Weißenfels
Weidemark Fleischwaren GmbH & Co KG, Industriestraße 11, 49751 Sögel, Germany

Division Beef:

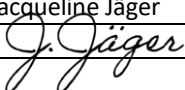
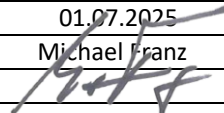
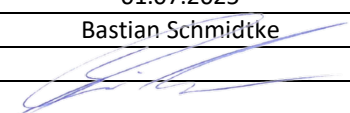
A.F.G. Allgäu Fleisch GmbH, Bleicherstraße 18, 87437 Kempten
Altenburger Fleisch GmbH & Co. KG, Am Poschwitz Park 7, 04600 Altenburg
Jade Schlachthof GmbH, Zum Maadesiel 1, 26384 Wilhelmshaven
Schlachthof Badbergen GmbH, Bahnhofstraße 134, 49635 Badbergen
Tönnies Rind GmbH, Bahnhofstr. 134, 49635 Badbergen

Division Convenience:

Tillman's Convenience GmbH, In der Mark 2, 33378 Rheda-Wiedenbrück
TG Food Company GmbH, Bahnhofstr. 134, 49635 Badbergen

Division Ingredients:

Petcura GmbH, Am Kabelkran 8, 49716 Meppen

	Created:	Tested:	Approved:
Date	01.07.2025	01.07.2025	01.07.2025
Name	Jacqueline Jäger	Michael Franz	Bastian Schmidtke
Signature			

3. Registrato

procedure

All visitors must be registered and visiting times must be documented. This makes it possible to record how many people are in the establishment in the event of an emergency.

Clothing and jewelry

Visitors are given clothing provided by the company to enter the production facilities (e.g. white hygiene clothing: white trousers, smock, shoes and boots) or larger groups of visitors wear disposable overalls with disposable shoe covers. Before putting on the hygiene gown or disposable coverall, the main hair and ears must be completely covered with a head covering provided by the company (hair net, astro cap, beard protection). Hygienic clothing always forms the outer layer of clothing and is intact at all times.

Jewelry such as watches, rings, necklaces, bracelets, earrings, visible piercings, etc. must be removed before entering the production facilities. Visible jewelry such as piercings or earrings may not be taped over. Hair accessories or clothing with stones, sequins or material that falls off easily may not be worn. The following beauty products should be avoided for employees in production: Make-up (make-up), perfume and after shave; artificial eyelashes or similar; painted and false fingernails. If necessary, disposable gloves can be worn.

Food and drink

Eating and drinking is only permitted in the canteen area or in break/recreation rooms or meeting rooms. Personal bags are prohibited in the company. Glass bottles are not permitted. PET bottles must be used for drinks.

Smoking, alcohol and drugs

Smoking/vaping and other use of tobacco is prohibited on the entire company premises. Smoking is only permitted in clearly designated areas (e.g. canteen, administration, etc.). The use or carrying of e-cigarettes in production or storage areas is not permitted. It is forbidden to enter the company premises under the influence of alcohol or intoxicated. The consumption of alcoholic beverages or drugs is prohibited on the entire company premises.

General hygiene rules

The production facilities may only be entered using the respective hygiene sluice. Hands must be thoroughly cleaned and disinfected after every break (including in the canteen) and especially after using the toilet. Gloves, gowns and overalls must be removed before using the toilet.

The following (unhygienic) behavior must be avoided:

- Sneezing, coughing or spitting on food
- Scratching your head
- Picking your nose or ears

- Spitting on the floor/platform

Special prohibitions in production

- Pencils; only metal-detectable ballpoint pens are permitted
- Loose objects (keys, money, etc.) in pockets
- It is forbidden to carry and use private cell phones on the premises. The taking of photographs may be permitted in exceptional cases by the department management.

Pregnancy

Visitors who are already pregnant should inform the accompanying person. After being informed, it is up to the pregnant woman herself to decide whether she agrees to visit the production facilities at her own risk.

The following **specific** regulations apply to the respective locations:

Description	Locations	Remark
Clothing: Visitor gowns have a "green collar", red disposable overalls for larger groups of visitors and shoe covers	RHE	
An additional entry must be made on the registration form at reception	ABG, BBG, KEL, , WSF, KEM, WHV	
Visitors (including tradespeople) must be registered via the Welcomeyou portal by responsible persons from the specialist departments	RHE	
Headgear: Hairnet (red)/ Astro cap (blue), white disposable overalls	KEM	

4. Process monitoring (optional)

The procedure is regularly reviewed through internal audits.

5. Applicable documents / attachments

- AA - Central - 001