

Originated from: AA - 0 - HYG - 001; AA - 0 - HYG - 001

Reason for change: 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 regulates the behavior of external craftsmen to and at the temporary workplace.

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

Division Beef:

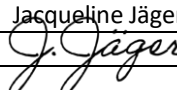
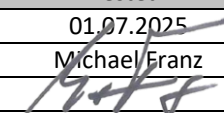
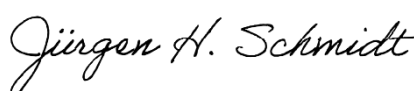
A.F.G. Allgäu Fleisch GmbH, Bleicherstrasse 18, 87437 Kempten
Altenburger Fleisch GmbH & Co. KG, Am Poschwitz Park 7, 04600 Altenburg
Jade Schlachthof GmbH, Zum Maadesiel 1, 26384 Wilhelmshaven
Schlachthof Badbergen GmbH, Bahnhofstraße 134, 49635 Badbergen
Tönnies Rind GmbH, Bahnhofstr. 134, 49635 Badbergen

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	Jürgen H. Schmidt
Signature			

3. Procedure

Instruction according to the Infection Protection Act § 43

When entering the company premises, external tradesmen must carry the instruction in accordance with § 43 of the Infection Protection Act issued by the public health department. Furthermore, annual training courses must be attended. Entering the company premises without valid instruction is not permitted.

Registration

All external tradespeople must be registered and the visiting times must be documented. When starting work on the scheduled date, the fitter confirms in writing at the gate that he has received, read and understood the hygiene rules.

Clothing and jewelry

If they are not wearing sanitary clothing, external tradespeople will be given sanitary clothing provided by the company or a disposable overall with disposable shoe covers to enter the production premises. Before putting on the white coat or other work clothing, the head 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.

Behavior in the event of injuries or illnesses (cuts, bruises, hypothermia, burns, vomiting, nausea, etc.).

In the event of injury, leave the production area immediately. The wound must be disinfected, bandaged and covered so that it is impermeable to water. Blue, metal-detectable plasters are available for small wounds; other plasters must not be used. If a plaster is used in the hand area, a disposable glove must always be worn over it. Contaminated work equipment or workplaces as well as food must be reported to the contact person immediately.

Eating and drinking

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

Smoking/vaping, 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.

Equipment, tools and material

All **tools** brought into the production areas by tradespeople must be in perfect condition. Only equipment (machines and ladders, etc.) that has been inspected in accordance with the relevant legal regulations may be taken into operation. **No wooden pallets (tools with wooden handles)** are permitted in the production area, not even for the transportation of heavy machine parts. **Loose tools** such as wrenches, individual screws, nuts etc. must not be kept in outside pockets of work clothing. Furthermore, tools and materials must not be placed on the equipment or on the floor. All **loose work equipment** required for the duration of the work must be transported and stored in the brown boxes (or in a small parts box). The boxes are provided by the building services/technology department. The use of differently colored boxes is not permitted. **Snap-off blades (cutter knives)** are prohibited on the entire company premises. Only **metal-detectable cable ties/ballpoint pens** may be used in the production area. The contact person must be informed immediately if a tool or similar is broken or missing while in and around the production area and thus represents a foreign object risk. Only **operating materials** (oil, grease with H1/ NSF approval) listed in the operating instructions for the respective systems/equipment may be used.

Rules for the avoidance of foreign bodies

Concrete, tiles, flooring and chip-forming work: Before starting work, the technical/production management and a QA employee must check whether precautions for product protection must be set up for the construction site/workplace. If protective measures have to be taken, these must be approved by QS. Work may not begin before acceptance. Care must be taken to ensure that any building rubble, waste or dust produced cannot contaminate any product produced in the immediate vicinity.

Work on the electrical system and other work involving small parts: When working on electrical components, as with all other work, it must be ensured that small parts such as: **Cable ends, cable lugs, parts of insulation, screws and washers** do not "fly around" in an uncontrolled manner.

"flying around". Do not deposit any small parts in the pockets of your work clothing, but collect them in the brown workshop box (or in a small parts box).

Working on lifting platforms and ladders: For work that takes place in an elevated position, the surrounding area must also be made safe. They can only be carried out if product contamination from falling parts / waste (e.g. cable sleeves, wires, nuts, etc.) can be ruled out. A container for any small parts that may arise must be placed in the immediate vicinity of the work position. The extent to which the safeguarding must be set up depends on the working position and height; this is determined in advance by the PL and QA. If lifting platforms or ladders are used, they must always be clean and free of foreign objects.

Climbing over belts and climbing onto equipment as a substitute for a ladder is prohibited. The technical/building services department will provide a ladder if required.

Securing screw connections: If screw connections have to be used, they must (if possible) be provided with self-locking measures (e.g. nuts with plastic inlet). Adhesives (e.g. Loctite) may only be used in areas that do not come into contact with the product; only agents listed in the hazardous substances register may be used.

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

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

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

Description	Locations	Remark
Clothing: Red disposable overalls	RHE, WHV	
Compliance with the special clothing regulations in the high-risk areas (gloves compulsory)	RHE	Tillmans (Div. Convenience)
An additional entry must be made on the registration form at reception	BBG, KEL, WHV, KEM, ABG	
The registration of external tradespeople is carried out via the Welcomeyou portal by responsible persons from the specialist departments	RHE, BBG	
Headgear: Hairnet (red)/ Astro cap (blue)	KEM	

4. Process monitoring (optional)

The process is checked by regular personnel checks, internal audits and daily site inspections, as well as random checks by security.

5. Applicable documents / attachments

- Certificates of conformity
- Instruction in accordance with the Infection Protection Act § 43