

Derived from: AA – 0 – HYG – 001; AA – 0 – HYG – 001
Reason for amendment: Update to IFSG guidance

1. Purpose

Staff hygiene is a key factor influencing the quality of our products. Visitors are also required to adhere to the standards of staff hygiene expected of them. Site-specific instructions must also be followed to ensure that behaviour does not adversely affect the hygiene of the respective environment. The aim of this regulation is to prevent the contamination of raw materials, semi-finished products, finished products and packaging, and to limit the growth of microorganisms. This work instruction governs the conduct of external tradespeople towards and at the temporary workplace.

2. Scope and Responsibility

This procedure applies to the following sites:

Pork Division:

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

Beef Division:

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

Convenience Division:

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

Ingredients Division:

Pectura GmbH, Am Kabelkran 8, 49716 Meppen

	Created:	Checked:	Approved:
Date	16 January 2026	19 January 2026	19 January 2026
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Signature			

3. Procedure

Information pursuant to Section 43 of the Infection Protection Act

When entering the company premises, external tradespeople must, **upon request, provide** the health authority's guidance **document** in accordance with Section 43 of the Infection Protection Act. Furthermore, they must attend annual training courses. It is not permitted **to** enter the company premises without **a valid copy of this** guidance document.

Registration

All external tradespeople must be registered and their visiting times documented. Upon commencing work on the scheduled date, the fitter must confirm in writing at the gate that they have received, read and understood the hygiene rules.

Clothing and jewellery

External tradespeople who do not bring their own protective clothing with them will be provided with protective clothing or a disposable coverall with disposable shoe covers by the company in order to gain access to the production premises. Before putting on the white lab coat or other workwear, the hair and ears must be completely covered with headwear provided by the company (hairnet, astro cap, beard guard). The protective clothing must always form the outermost layer of clothing and remain intact at all times.

Jewellery such as watches, rings, necklaces, bracelets, earrings, visible piercings and the like must be removed before entering the production areas. Covering visible jewellery, such as piercings or earrings, with tape is not permitted. Hair accessories or clothing featuring rhinestones, sequins or material that tends to come loose must not be worn. Production staff should avoid the following beauty products: make-up, perfume and aftershave; false eyelashes or similar items; and painted or artificial fingernails.

What to do in the event of injuries or illness (cuts, bruises, hypothermia, burns, vomiting, nausea, etc.)

In the event of an injury, the production area must be vacated immediately. The wound must be disinfected, dressed and covered with a waterproof dressing. For minor wounds, blue, metal-detectable plasters are available; no other plasters may be used. If a plaster is used on the hands, a disposable glove must always be worn over it. Contaminated work equipment or workstations, as well as foodstuffs, must be reported to the designated contact person immediately.

Eating and drinking

Eating and drinking are permitted exclusively in the canteen area or in break rooms/staff rooms. Personal bags or pouches are prohibited on the premises. Bringing glass bottles onto the premises is not permitted. PET bottles must be used for drinks.

Smoking/vaping, alcohol and drugs

Smoking, vaping and any other use of tobacco is prohibited throughout the entire 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 whilst under

the influence of alcohol or drugs. The consumption of alcoholic drinks or the use of drugs is prohibited throughout the entire company premises.

Equipment, tools and materials

All **tools** brought into the production areas by tradespeople must be in perfect condition. Only equipment (machines, ladders, etc.) that has been inspected in accordance with the relevant legal regulations may be brought onto the premises. **Wooden pallets (and tools with wooden handles)** are **not** permitted in the production area, not even for the transport of heavy machine parts. **Loose tools** such as spanners, individual screws, nuts, etc., must not be carried in the outer pockets of workwear. Furthermore, tools and materials must not be left on the machinery or on the floor. All **loose work equipment** required for the duration of the work must be transported and stored in the brown crates (or in a small parts box). The boxes are provided by the facilities management/technical department. The use of boxes of any other colour is not permitted. **Tear-off blades (cutter knives)** are prohibited throughout the entire premises. Only **metal-detectable cable ties and ballpoint pens** may be used in the production area. Should a tool or similar item break or go missing whilst in or around the production area, thereby posing a foreign body risk, the designated contact person must be informed immediately. Only **operating fluids** (oil, greases with H1/NSF approval) listed in the operating instructions for the respective plant/equipment may be used.

Rules for preventing foreign bodies

Concrete, tiling, flooring and chip-producing work: Before work commences, the Engineering/Production Management team and a member of the Quality Assurance (QA) team must check whether product protection measures need to be put in place for the construction site or workstation. If protective measures need to be taken, these must be approved by the QA team. Work must not commence until approval has been granted. Care must be taken to ensure that any construction debris, waste or dust generated cannot contaminate any products manufactured in the immediate vicinity.

Work on electrical systems and other tasks generating small parts: When working on electrical components, as with all other tasks, the utmost care must be taken to ensure that small parts generated – such as **cable ends, cable lugs, pieces of insulation, screws and washers** – do not ‘fly about’ uncontrollably. Any small parts produced must not be placed in the pockets of work clothing, but must be collected in the brown workshop box (or in a small parts box).

Working on lifting platforms and ladders: When carrying out work at height, the surrounding area must also be secured. Such work may only be carried out if product contamination from falling parts or debris (e.g. cable sleeves, wires, nuts, etc.) can be ruled out. A container for any small parts that may be produced must be placed in the immediate vicinity of the workstation. The extent to which the safety measures must be put in place depends on the working position and height; this is determined in advance by the Production Leader (PL) and Quality Assurance (QA). When lifting platforms or ladders are used, they must always be clean and free of foreign objects. Climbing over conveyor belts, as well as climbing onto machinery as a substitute for a ladder, is prohibited. The Technical Services department will provide a ladder if required.

Securing bolted joints: Where bolted joints must be used, they must (where possible) be fitted with self-locking measures (e.g. nuts with plastic inserts). Adhesives (e.g. Loctite) may only be used in areas that do

not come into contact with the product; only substances listed in the hazardous substances register may be used.

General hygiene rules

The production premises may only be entered via the designated hygiene airlock. Hands must be thoroughly washed and disinfected after every break (including in the canteen) and, in particular, after using the toilet. Gloves, lab coats and overalls must be removed before using the toilet.

The following (unhygienic) behaviour should be avoided:

- Sneezing, coughing or spitting onto food
- Scratching your head
- Picking your nose or ears
- Spitting on the floor or platform

Specific prohibitions in production

- Paper clips, thumbtacks, staples
- Pencils; only metal-detectable ballpoint pens are permitted
- Taking medication
- Loose items (keys, money, etc.) in pockets
- It is forbidden to carry or use personal mobile phones on the premises. In exceptional cases, the department management may authorise the taking of photographs.

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

Description	Locations	Note
Clothing: Red disposable coveralls	RHE, WHV	
Compliance with the specific dress code in high-risk areas (gloves must be worn)	RHE	Tillmans (Convenience Division)
An additional entry must be made on the registration form at reception	BBG, KEL, WHV, KEM, ABG	
External tradespeople must be registered via the Welcomyou portal by the relevant department heads	RHE, BBG	
Head covering: hairnet (red)/Astro cap (blue)	KEM	

4. Process monitoring (optional)

The procedure is monitored through regular staff checks, internal audits and daily site inspections, as well as spot checks by security staff.

5. Applicable documents / annexes

- Certificates of conformity
- Information provided in accordance with Section 43 of the Infection Protection Act