

FARM NAME _____

Doc.No. **2.22**

Title: **Policy for Employee Work Clothing and Personal Items**

Effective Date: _____

Reviewed by: _____ GAP Coordinator, Date: _____

1. Clothing

- a. Employees should wear clothing that is clean and appropriate for the workplace.
- b. Shoes that do not expose feet (no sandals) are required at all times in the workplace.

2. Jewelry

- a. Jewelry should not be worn while working. It should either be left at home or be removed and left in the worker's vehicle. *The only exception to this policy is wedding bands and small, non-dangling earrings.*
- b. This farm is not responsible for lost or stolen property.

3. Hair/ hairnets

- a. The use of hairnets is considered optional on this farm.
- b. Workers with long hair are required to wear a cap or keep hair pulled back to avoid unsafe working conditions.

4. Gloves

- a. The use of gloves during harvest or packing products on this farm is considered optional.
- b. If an employee has a cut or wounded, they are required to wear a glove while there is a dressing ("bandaid") over the cut.

- 5. All personal belongings are to be kept in the break room or vehicle. Harvest containers are not to be used to store personal belongings.