

FARM NAME \_\_\_\_\_

Doc.No. **2.34**

Title: **Policy for Food Safety Violations**

Effective Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ GAP Coordinator, Date: \_\_\_\_\_

1. This farm considers all food safety violations as very serious offenses not only to the health and welfare of fellow farm workers but also to our valued customers who receive and consume our products.
2. All employee/workers are made aware of expectations related to food safety during sanitation and worker protection training.
3. A three step procedure will be used when violations occur.
  - a. First offense- A verbal warning is given to the employee with written documentation (DOC 3.24)
  - b. Second offense- A conference with written warning is issued (DOC 3.24)
  - c. Third offense- Disciplinary action is taken with documentation (DOC 3.24)
4. Depending on the offense, worker in violation may be docked compensation, sent home, or terminated if applicable.
5. This policy will also be posted in the employee break area or other appropriate location so that all are reminded.
6. Intentional and deliberate contamination of food items will be grounds for immediate dismissal. This issue will be turned over to the appropriate law enforcement/ homeland security agencies.