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.