



# Hygiene Regulations

Jewellery	<p>The follow items must not be worn within the production and warehouse areas:</p> <ul style="list-style-type: none"><li>• Watches</li><li>• Rings, with the exception of a plain wedding ring (with no insert gems or soldered components) wedding wristband or medical alert jewellery.</li><li>• Earrings</li><li>• Studs in exposed parts of the body such as ears, noses, tongues and eyebrows shall not be worn. Jewels in teeth or inset into the skin are not permitted in the production or warehouse areas</li><li>• Neck chains</li><li>• Broaches</li><li>• False cosmetic artefacts (e.g. eyelashes, nails)</li></ul>
Food/drink	<ul style="list-style-type: none"><li>• No eating, drinking or chewing gum in the production, despatch, warehouse or storage locations. Eating &amp; drinking is only permitted in the canteen, smoking area or offices</li><li>• No food or drink items may be bought onto the site in glass containers (bottles, jars etc)</li><li>• Higgidy is a peanut free site, and these are not permitted in any area of the building or grounds</li><li>• Higgidy is a chewing gum free site and these are not permitted in any of the areas</li></ul>
Clothing	<ul style="list-style-type: none"><li>• Suitable footwear should be worn (i.e. no open-toe shoes or high heels) and full legs must be covered</li><li>• Tights are not permitted in the production area</li><li>• Beaded and sequined clothing must not be worn</li></ul>
Personal property	<ul style="list-style-type: none"><li>• No loose objects of a private nature may be carried on your person. All personal artefacts such as coins, bus pass, phones etc must be stored in the visitor lockers, or left in a secure place within the office (the only exception is that the locker key can be carried in an internal pocket)</li><li>• Mobile phones must not be taken into the processing areas, with the exception of Supervisors, Managers, QA's, Maintenance staff, supervised Contractors</li><li>• Personal medicines which need to be kept on person, must be reported to &amp; logged by human resources</li></ul>
Personal health	<ul style="list-style-type: none"><li>• If you have suffered with vomiting or diarrhoea within the last 48-hours, access to the production or warehouse areas will not be granted</li><li>• If you suffer from a skin complaint or a respiratory infection you may be advised not to access some areas within the factory environment</li></ul>
Personal hygiene	<ul style="list-style-type: none"><li>• Fingernails must be clean &amp; short with no nail varnish or nail art</li><li>• Excessive makeup, perfume or aftershave must not be worn</li><li>• Any abrasions or cuts must be immediately covered with a blue metal detectable plaster and be covered with a blue disposable glove before entering the production area</li><li>• Blue plasters are to be issued by First Aiders &amp; management only, recorded in the Blue plaster issue book, &amp; accounted/disposed at the end of shift</li></ul>
Smoking	<ul style="list-style-type: none"><li>• Smoking cigarettes including e-cigarettes on the premises is not permitted (except in the designated area). No tobacco or electronic cigarettes are to be carried on person in the processing area or the warehouse.</li></ul>