

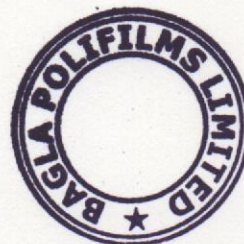
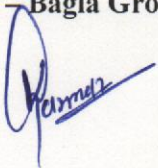
SANITARY POLICY	Applicability	Corporate & Plant
	Issue Date	01-01-2025
	Version	BPL/HR/POLICY/001 (R0)

Personnel Practices

- Wearing jewellery like necklace, bangles, earrings, wristwatches etc. inside the production area are prohibited with the exception of one plain band ring and two metal bangles allowed inside the plant by management of company, considering the religious aspects of local VILLAGE workers. Monitoring of jewellery done by supervisor before entering into plant or toilet movement. Training about the same concept provide by HR team.
- Keep your nails small and clean.
- Wear neat and clean uniform. Clean clothing is required for starting of each workday.
- To keep personal belongings like magazines, books, purses etc. in the lockers before entering the manufacturing area.
- To wash hand before entering in manufacturing area.
- Every time a person is to enter the Production area he / she should wash hands with soap (colourless & odourless) and dry with self-operated hand dryer throughout the day including situations like coming from the toilets, returning from lunch, after snacks or breaks.
- Tobacco, Pan-masala, Bidi, Cigarette, Chewing Gum, chocolate and other such similar items are not permitted in the factory premises.
- Edibles or medicines are not permitted in the manufacturing facility.
- Lunch boxes are not permitted in the production area and are to be kept with the designated area provided.
- Employees are permitted to have lunch at defined space/Dinning hall which is outside the premises.
- All employees to inform Plant Head and Security about any wounds, burns, cut etc.
- All employees to inform Plant Head., HR Manager and Security about any of the following diseases – Dehydration, Loose Motions, Conjunctivitis, any other Infections or communicable Disease.
- Keep your Moustaches properly trimmed.
- Keep your Moustaches & beard covered with mask & beard snood.

Operational Practices

- Do not use scented perfumes, or certain cosmetics like fingernail polish, false fingernails, and false eyelashes.
- Do not bring any glass items inside the production area.
- Spitting in the factory campus is prohibited.
- Do not keep anything on the floor.
- Staple pins, hall pins not permitted in the manufacturing facility.
- All bins other than dustbins or waste bins must be labelled and used only for their indented purposes.
- Make sure to close the door of the production facility always.
- Never consider a job finished until you have cleaned up / checked after yourself.
- Inspect pallets before stacking on pallets. Do not use dirty or broken pallets.
- Clean area after performing maintenance work. Remove all supplies and debris. Do not place tools on machines, floors or on equipment's. Do not use cardboards.
- Do not use tape, glue or other miscellaneous material to repair equipment i.e. do not encourage temporary engineering. Permanent repair should be made.
- Always return raw materials and packaging material to their proper location and store neatly assuring that bags are sealed / knotted and openings are closed.
- Keep the floor wall junctions clear at all times. This will help prevent damage to the palletized materials, facilitate cleaning and pest control operations etc.
- Sanitary/Cleanliness is a very important part of Good Manufacturing Practices & Good Hygiene Practices. All employees are responsible for keeping their work areas clean. surfaces of equipment used in the operation of processing plants should be cleaned as frequently as necessary to minimize the accumulation of dust, dirt, food, particles and other debris.
- Ensure prompt sign are available at hand wash station.

Date : 01.01.2025**Place : Bagla Polifilms Limited – Bhadreshwar.****Prepare by****HR – Bagla Group****Approved By****Hemal S. Sonigra****QA, Bagla group**