



VISITOR GMP POLICY & CONFIDENTIALITY AGREEMENT

ALL VISITORS ENTERING THE PRODUCTION FACILITY MUST READ, UNDERSTAND AND COMPLY WITH THE FOLLOWING GOOD MANUFACTURING PRACTICES & CONFIDENTIALITY AGREEMENT

GOOD MANUFACTURING PRACTICES (GMPS)

- All visitors must be accompanied by plant personnel, except when exempted by management.
- Appropriate clean clothing must be worn, and loose clothing tucked in.
- No items are allowed to be worn in pockets above waistline.
- Bump hats provided by SWPE are available upon request.
- No jewelry is allowed except for a plain smooth wedding band without stones, and medical alert jewelry.
- Hands must be lathered with antimicrobial soap, rinsed thoroughly with water, and dried with clean disposable towels.
- The use of food, drinks, chewing gum, tobacco, or any item in the mouth is forbidden.
- Tobacco products are only allowed in designated areas of the facility and must be properly disposed of.
- Spitting is not allowed on any SWPE property.
- Person(s) affected, exposed or a carrier of a communicable disease, are not allowed in any manufacturing area.
- No cameras are allowed in the processing plant or storage areas.
- No animals are allowed on the premises.
- No person(s) with open sores or cuts are allowed in the production area

CONFIDENTIALITY AGREEMENT:

In consideration of Southwest Processors Exchange granting me permission to enter the facility, I hereby agree that Southwest Processors Exchange considers certain information or materials on and around the premises to be confidential and proprietary; these include but are not limited to data, processes, systems, business partner information, projects, plant layout, or any other related information.

I agree to hold in confidence any such information obtained, received or made known to me while present on Southwest Processors Exchange premises and shall not, without Southwest Processors Exchange written consent, divulge or disclose any such information to any other person(s) or company, or make use of such information other than in conjunction with my business with Southwest Processors Exchange. I will not remove or photocopy any materials without Southwest Processors Exchange consent.

THANK YOU FOR VISITING SOUTHWEST PROCESSORS EXCHANGE AND FOR FOLLOWING OUR GOOD MANUFACTURING PRACTICES & CONFIDENTIALITY AGREEMENT. HAVE A SAFE VISIT!

*I have read and understand Southwest Processors Exchange Visitor GMP Policy & Confidentiality Agreement, and will comply with these items at all times when in the Southwest Processors Exchange manufacturing facility and upon departure as stated in the Confidentiality Agreement.
I have read this acknowledgement and understand its terms and agree that it is legally binding on me and the company I represent which is conveyed by my signature*

VISITOR SIGNATURE: _____ DATE: _____

COMPANY REPRESENTED: _____

Southwest Processor Exchange

Basic Do's and Don'ts in our Facility

While in our facility, we expect you to abide by the following GMP rules:

DO

- 1 wash hands before starting work or after using the toilet
- 2 wear medical alert tags (keep covered)
- 3 wear a facemask if you have a cough or cold
- 4 use Personal Protection Equipment (PPE) as required
- 5 follow confined space rules when entering a bulk storage bin
- 6 wear a metal bandage over an open cut or sore under a glove

DON'T

- 1 wear clothing or footwear with fresh oil or grease
Stains or other contaminants or frayed edges
- 2 eat candy or any food, chew gum or drink beverages in any processing area (including bulk storage bins and conveyors)
- 3 use any tobacco product inside the buildings
- 4 have unbandaged open cuts or lesions
- 5 have pencils in any processing area (including bulk storage bins and conveyors)
- 6 wear jewelry other than a plain wedding band
- 7 wear painted or fake finger nails in the plant
- 8 take pictures or video
- 9 enter our facility if you have an infectious disease or think you may be contagious with a communicable disease

I, _____ (printed name) have read the above listed requirements for Good Manufacturing Practices of Southwest Processors Exchange and agree to following these rules while in or around Southwest Processors Exchange

Signature

Date