


ITC FOODS DIVISIONAL POLICY			
	JEWELLRY POLICY	POLICY NO.	ITC/FBD/PLC/6.6-02 Ver:01
		ISSUE DATE	Feb 2022
Consumer inspired Quality in BUILDING WORLD CLASS BRANDS FOR INDIA			

Objective, Purpose and Scope of this policy


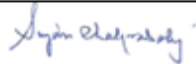
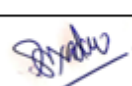
As committed via our “Quality & Food Safety Policy” to craft & deliver superior, delightful, safe products to our consumers and to safeguard our products from the foreign matter, microbiological contamination, we at ITC are committed to our “Jewellery Policy”. The requirements apply to all facilities manufacturing and handling ITC Food products.

Principle

As a general principle, Jewellery of any type shall be prohibited in manufacturing, warehousing and maintenance area. Similar to the religious beliefs of our culture, this policy shall be practiced and abided with sincerity by everyone.

To achieve our goals for this policy, we shall ensure:

- Employees/ contractors/ trainees/ apprentice shall be trained and communicated / educated for requirements of jewellery policy.
- All Jewellery or religious threads/ chains/ beaded ornaments shall be prohibited in the processing, packaging, warehousing and storage area, unless there is an exception approval with adequate controls, as per exception policy.
- Watches/ bracelets shall be prohibited inside the manufacturing area.
- Women employees shall ensure bangles of any type and anklets/ bracelets shall not be worn inside the manufacturing area. Such items shall be covered under exception policy with protective covering. (Refer Exception Policy)
- Cloths with beads/ stone work or embroidery (Zari) shall not be worn inside the manufacturing zones.
- Piercing on exposed body surfaces shall not be allowed inside the manufacturing area.
- False eye-lashes, soorma and kajal in eyes are prohibited while entering the manufacturing area
- Nose pins with studs/ stones, earrings with studs/ stones (which can probably fall down) is not allowed in manufacturing area.
- Only flat wedding bands/ rings without any studs can be worn with appropriate protection.
- Broches, Metal pins/ any other material which can contaminate the food manufacturing shall not be worn inside of manufacturing area.

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- Bindi (forehead stickers) shall be prohibited inside the manufacturing plant. Liquid bindi (which doesn't flake off) shall be allowed.
- Religious kum-kum/ Chandan/ Tilak (which flake off) shall be prohibited for everyone.
- Jewellery shall be removed off and shall be placed in personnel locker only before entering the manufacturing zone.
- This policy shall be communicated to all via displays and trainings and shall be enforced for safeguarding our product from foreign matter contamination.
- Compliance to this policy shall be verified via routine GMP audits. Corrective actions shall include the counselling and making people understood about the importance of the requirement under this policy.

Site shall make their own more stringent rules, however requirements of this policy shall be followed.


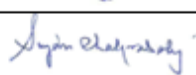
Any exception further to this policy shall have to be sought in written via quality policy exception note:

- Mangal sutra for married women shall be conditionally allowed under the exception policy provided that it is worn inside the protective clothing.
- Beaded hair, hair clips, clutches shall not be worn. To bundle the hair if clutches are used it shall be covered under protective covering and further hair nets and shall be cover under exception policy.
- It is recommended that workmen should avoid to bring jewellery while coming to work for ease and safety of their valuables.

All employees, visitors, contractors, OEM's shall follow this policy and shall not pose any risk of foreign matter contamination to the product.

Revision History:

Version	Month of Revision	Reason
00 (Initial Release)	Aug'2020	NA
01	Feb'2022	Changes made in accordance to FBD

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