

	<b>Quality Assurance Procedure</b>		<b>Document Control #</b>		GEN-3.5-001
	<b>Personnel Hygiene &amp; Health</b>		<b>Implementation Date</b>		10/18/2021
			<b>Last Reviewed/Update Date</b>		10/18/2021
<b>Document Owner:</b>	Mike Yoder	<b>Approval</b>	Richard Vergara	<b>Revision #:</b>	1

1. **Purpose:**
  - 1.1. To establish guidelines for Personnel Hygiene and Health for the Tissue Manufacturing Operations.
  
2. **Scope:**
  - 2.1. This procedure applies to all aspects of Tissue Operation at the Calhoun Plant.
  
3. **Guidance Documents:**
  - 3.1. Resolute Forest Products Current Good Manufacturing Practices, September 2016
  - 3.2. ISO-22716 Cosmetics – Good Manufacturing Practices (GMP) – Guidelines on Good Manufacturing Practices, November 15, 2007.
  
4. **Definition**
  - 4.1. N/A.
  
5. **Procedure:**
  - 5.1. To protect product against contamination Tissue will follow the below guidelines:
    - 5.1.1. Clothing shall be reasonably clean and in good repair while working in the Tissues areas, following company dress code policy.
    - 5.1.2. Personal hygiene of each employee shall be maintained at all times while on duty.
    - 5.1.3. Hands shall be cleaned before starting work, after each absence from the workstation, and at any other time when the hands may have become soiled or contaminated.
    - 5.1.4. Cut level 4 Gloves shall be worn at all times unless handling finish product..
    - 5.1.5. Jewelry shall not be worn in Tissue production areas to prevent possible contamination. Exceptions to this rule are as follows:
      - Watches carried at or below the waistline, or have break away bands which are acceptable.
    - 5.1.6. Gloves shall be worn to cover any bandages. LATEX is NOT permitted in Tissue Converting or Tissue Production areas.
    - 5.1.7. Long hair or braids more than 1” must be secured. Barrettes should not be used - rubber bands or similar are acceptable to secured hair. Accessories should not include beads.
    - 5.1.8. Clothing or any other personal belongings shall be stored in designated areas, away from converting operations or Paper production areas.

	<b>Quality Assurance Procedure</b>		<b>Document Control #</b>		GEN-3.5-001
	<b>Personnel Hygiene &amp; Health</b>		<b>Implementation Date</b>		10/18/2021
			<b>Last Reviewed/Update Date</b>		10/18/2021
<b>Document Owner:</b>	Mike Yoder	<b>Approval</b>	Richard Vergara	<b>Revision #:</b>	1

- 5.1.9. Food or drink cannot be consumed on the operating floor. Only clear water is allowed on operating floors in both Converting and Tissue Machine areas.
- 5.1.10. Any food/drink transported through the Tissue or Converting facilities must be covered. Glass containers are prohibited.
- 5.1.11. Smoking is NOT permitted inside of the Resolute FP Mill.
- 5.1.12. Fingernail polish and false fingernails shall not be worn. Fingernails shall be short and clean. False eyelashes shall not be worn in Tissue converting areas.
- 5.1.13. Snap off type razor blades are not allowed.
- 5.1.14. Any chemicals used in Tissue Converting areas must be pre-approved by Resolute.
- 5.1.15. Resolute Tissue Converting operations containers will be labelled and used only for materials following the labelled instruction.
- 5.1.16. All equipment or tools are cleanable (wooden handles are not preferred).
- 5.1.17. All contractors must comply with GMP procedures.

**6. Attachments:**

6.1. N/A.

**Revision Record**

<b><u>DATE:</u></b>	<b><u>Revision Number:</u></b>	<b><u>REASON FOR CHANGE:</u></b>
10/25/16	=	Initial Release
10/18/2021	1	Change Owner/Approval, updated 5.1.4,5.1.5,5.1.6, 5.1.7