4-01

FOOD SAFETY COMMITMENT
Food Safety Policy

PURPOSE
This Policy affirms Sysco’s commitment to food safety and compliance with all applicable federal, state, provincial and/or local food safety regulations. The Policies and Standard Operating Procedures (SOPs) in Sysco’s Food Safety Program implement this Policy.

SCOPE & RESPONSIBILITY
This Food Safety Policy is an enterprise-wide policy and shall apply to all Sysco associates and associates of any Sysco subsidiary (hereinafter collectively referred to as “You”). Compliance with this Policy and the related Standard Operating Procedures (SOPs) in Sysco's Food Safety Program shall be an expectation of employment.

This Policy also shall apply to all third parties performing services on Sysco's behalf. For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

The Sysco Operating Company (OpCo) President/General Manager shall be responsible for compliance with this Policy. Senior Leadership at the OpCo shall be responsible for implementing and executing this Policy in their organization. Associates shall be responsible to adhere to this Policy.

POLICY STATEMENT
Sysco’s success as a business rests, first and foremost, with our ability to provide our customers with food products that are safe and wholesome. To this end, Sysco is committed to ensuring the highest level of food safety. Sysco Associates shall be accountable for adhering to the following food safety requirements:

1) You shall comply with applicable federal, state, provincial and/or local food safety regulations.

2) You shall comply with policies and Standardized Operating Procedures (SOPs) comprising Sysco’s Food Safety Program.

3) You shall immediately report food safety concerns to your supervisor, the Food Safety Program Manager (FSPM) and/or a designated company representative in your OpCo.

TRAINING
Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this
course (“Food Safety Overview for Associates”) shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.

ASKING QUESTIONS?
Whenever you have questions about this Policy or are unsure about its requirements, You must get the help You need to be able to comply with the Policy’s requirements. To learn more about food safety in Sysco, contact one of the corporate or regional members of Sysco’s Corporate Quality Assurance Department listed in Syasco Corporate Food Safety Contacts

REPORTING & INVESTIGATIONS
It is very important that You immediately report any known or suspected violations of this Policy. To do so, You shall contact your direct supervisor or another member of management, your Human Resources business partner, or the Corporate Quality Assurance Regional Manager. You may also submit a report via the Alert Line website: https://syscoethics.alertline.com, a confidential web-based online reporting vehicle. Anyone reporting a suspected or actual violation of this Policy in good faith shall be protected from retaliation under Sysco’s Code of Conduct. You must cooperate with all investigations of alleged Policy violations.

DISCIPLINE & OTHER CONSEQUENCES
Associates who violate this Policy shall be subject to appropriate disciplinary action or other remedial measures up to and including termination of employment if warranted under the circumstances and permissible under applicable law. Assigned workers and third parties who violate this Policy shall be subject to being denied access to Sysco facilities, personnel and assets, and permission to perform services on Sysco’s behalf.

WAIVERS
The provisions of this Policy shall not be waived. Sysco management does not have the authority to approve waivers to this Policy or any legal/regulatory requirement.

REVISION & REVOCATION
This Policy is not a contract between Sysco and any associate, assigned worker, or third party. This Policy may be revised or revoked by the Policy Owner at any time, without advance notice or cause.

LOCAL POLICIES & PROCEDURES
Sysco operates in many countries, and it is Sysco’s intention to comply with all applicable legal requirements. Accordingly, if a provision of this Policy conflicts with applicable local legal requirements, Sysco may adopt regional or country-specific policies on this subject to accommodate local conditions or legal requirements; You must comply with all applicable local laws, regulations, policies and procedures.

In the event You identify a situation where there is a need for local requirements to deviate from this Policy, You must immediately identify any requested deviation to the Corporate Quality Assurance Department via LiveLink for proper approval.
**VERIFICATION**
A Sysco Corporate Regional Director or designated associate shall verify compliance with this procedure during the annual onsite audit.

**REFERENCES**

**U.S.A**
US Food and Drug Administration Food Safety Modernization Act (FSMA), (21 Code of Federal Regulations (CFR))
Sherman Food, Drug and Cosmetic Act
Federal Food, Drug, and Cosmetic Act (FD&C Act), (21 CFR 9)
Federal Meat Inspection Act (FMIA), (21 CFR 12)
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**CANADA**
Canadian Food Inspection Agency - Food Safety Enhancement Program (FSEP)
Canada Agricultural Products Act
Dairy Products Regulations
Egg Regulations
Fresh Fruit and Vegetable Regulation
Fish Inspection Act
Food and Drug Act
Meat Inspection Act
Consumer Packaging and Labelling Act
Safe Food for Canadians Act

**DEFINITIONS**
Key definitions of terms referenced in this Policy are listed in the Food Safety **Glossary of Terms**.

**POLICY REVIEW AND REVISION**
This Policy shall be reviewed annually or more frequently as required by changes in legal, regulatory or Sysco requirements, or to correct identified deficiencies.

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Date: March 26, 2015
Version Number: 2
Reason for Revision: Added to references the acts and regulations and associates titles that pertain to Canada.
TRANSPORTATION AND DELIVERY
Transportation and Delivery of Sysco Food Products Policy

PURPOSE
The purpose of this Policy is to ensure that all food products are transported and/or delivered by any Sysco Operating Company (OpCo) to Sysco customers are stored and transported under sanitary conditions and with appropriate temperature controls in Sysco vehicles.

SCOPE & RESPONSIBILITY
This Transportation and Delivery of Sysco Food Products Policy is an enterprise-wide policy and shall apply to all Sysco associates and associates of any Sysco subsidiary (hereinafter collectively referred to as “You”). Compliance with this Policy and the related Standard Operating Procedures (SOPs) in Sysco’s Food Safety Program shall be an expectation of employment.

This Policy also shall apply to all third parties performing services on Sysco’s behalf. For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

The Sysco Operating Company (OpCo) President/General Manager shall be responsible for compliance with this Policy. Senior Leadership at the OpCo shall be responsible for implementing and executing this Policy in their organization. Associates shall be responsible to adhere to this Policy.

POLICY STATEMENT
Sysco’s success as a business rests, first and foremost, with our ability to provide our customers with food products that are safe and wholesome. To this end, Sysco is committed to ensuring the highest level of food safety. Sysco Associates shall be accountable for adhering to the following food safety requirements:

1) Food products delivered to customers by any Sysco OpCo and/or its associates shall be transported in Sysco vehicles under sanitary conditions and with appropriate temperature controls.

2) OpCos shall be prohibited from hiring third-party couriers/carriers for delivery of products to customers other than an overnight parcel service to deliver food products, provided that the food is packaged in a manner that assures maintenance of the cold chain.

3) Only Corporate QA-approved third-party delivery services performing deliveries on Sysco’s behalf shall be allowed. For such third parties, compliance with this Policy and applicable SOPs shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.
4) Dark, Key Drops and Back Door Deliveries where products are left unattended and without temperature controls shall be prohibited.

5) “Route To” delivery methods shall be prohibited unless it is a Multi-Unit Account (MUA) customer or unless the products are being prepared at the location it is being routed to.

6) Marketing/Sales Associates shall be prohibited from using their personal vehicles or a hot shot van to transport any products (food, non-food or chemical) to any Sysco customer.

7) Trained Associates that are not Marketing/Sales Associates shall be allowed to transport product in Sysco’s vehicles under sanitary conditions, with appropriate temperature controls, and deliver directly to the designated customer.

TRAINING
Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this course (“Food Safety Overview for Associates”) shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.

ASKING QUESTIONS?
Whenever You have questions about this Policy or are unsure about its requirements, You must get the help You need to be able to comply with the Policy’s requirements. To learn more about food safety in Sysco, contact one of the corporate or regional members of Sysco’s Corporate Quality Assurance Department listed in Sysco Corporate Food Safety Contacts.

REPORTING & INVESTIGATIONS
It is very important that You immediately report any known or suspected violations of this Policy. To do so, You shall contact your direct supervisor or another member of management, your Human Resources business partner, or the Corporate Quality Assurance Regional Manager. You may also submit a report via the Alert Line website: https://syscoethics.alertline.com, a confidential web-based online reporting vehicle. Anyone reporting a suspected or actual violation of this Policy in good faith shall be protected from retaliation under Sysco’s Code of Conduct. You must cooperate with all investigations of alleged Policy violations.

DISCIPLINE & OTHER CONSEQUENCES
Associates who violate this Policy shall be subject to appropriate disciplinary action or other remedial measures up to and including termination of employment if warranted under the circumstances and permissible under applicable law. Assigned workers and third parties who violate this Policy shall be subject to being denied access to Sysco facilities, personnel and assets, and permission to perform services on Sysco’s behalf.
WAIVERS
The provisions of this Policy shall not be waived. Sysco management does not have
the authority to approve waivers to this Policy or any legal/regulatory requirement.

REVISION & REVOCATION
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VERIFICATION
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REFERENCES
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**DEFINITIONS**

Key definitions of terms referenced in this Policy are listed in the Food Safety [Glossary of Terms](#).

**POLICY REVIEW AND REVISION**

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4-02 Transportation and Delivery of Sysco Food Products Policy   September 1, 2015
4-03

REMOTE DROP SITE
Remote Drop Site Policy

PURPOSE
The purpose of this Policy is to communicate to all Sysco Operating Companies (OpCos) that the use of any Remote Drop sites (locations where product is dropped off for temporary storage) is strictly prohibited.

SCOPE & RESPONSIBILITY
This Prohibition of Remote Drop Sites Policy is an enterprise-wide policy and shall apply to all Sysco associates and associates of any Sysco subsidiary (hereinafter collectively referred to as “You”). Compliance with this Policy and the related Standard Operating Procedures (SOPs) in Sysco’s Food Safety Program shall be an expectation of employment.

This Policy also shall apply to all third parties performing services on Sysco’s behalf. For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

The Sysco Operating Company (OpCo) President/General Manager shall be responsible for compliance with this Policy. Senior Leadership at the OpCo shall be responsible for implementing and executing this Policy in their organization. Associates shall be responsible to adhere to this Policy.

POLICY STATEMENT
Sysco’s success as a business rests, first and foremost, with our ability to provide our customers with food products that are safe and wholesome. To this end, Sysco is committed to ensuring the highest level of food safety. Sysco OpCos/Associates shall be accountable for adhering to the following food safety requirements:

The use of Remote Drop Sites for the purpose of temporary storage then picked up for delivery at a later time shall be prohibited.

TRAINING
Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this course (“Food Safety Overview for Associates”) shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.
ASKING QUESTIONS?
Whenever you have questions about this Policy or are unsure about its requirements, You must get the help You need to be able to comply with the Policy’s requirements. To learn more about food safety in Sysco, contact one of the corporate or regional members of Sysco’s Corporate Quality Assurance Department listed in Sysco Corporate Food Safety Contacts

REPORTING & INVESTIGATIONS
It is very important that You immediately report any known or suspected violations of this Policy. To do so, You shall contact your direct supervisor or another member of management, your Human Resources business partner, or the Corporate Quality Assurance Regional Manager. You may also submit a report via the Alert Line website: https://syscoethics.alertline.com, a confidential web-based online reporting vehicle. Anyone reporting a suspected or actual violation of this Policy in good faith shall be protected from retaliation under Sysco’s Code of Conduct. You must cooperate with all investigations of alleged Policy violations.

DISCIPLINE & OTHER CONSEQUENCES
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WAIVERS
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REVISION & REVOCATION
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LOCAL POLICIES & PROCEDURES
Sysco operates in many countries, and it is Sysco’s intention to comply with all applicable legal requirements. Accordingly, if a provision of this Policy conflicts with applicable local legal requirements, Sysco may adopt regional or country-specific policies on this subject to accommodate local conditions or legal requirements; You must comply with all applicable local laws, regulations, policies and procedures.

In the event You identify a situation where there is a need for local requirements to deviate from this Policy, You must immediately identify any requested deviation to the Corporate Quality Assurance Department via LiveLink for proper approval.
VERIFICATION
A Sysco Corporate Regional Director or designated associate shall verify compliance with this procedure during the annual onsite audit.

REFERENCES
U.S.A
US Food and Drug Administration Food Safety Modernization Act (FSMA), (21 Code of Federal Regulations (CFR))
Sherman Food, Drug and Cosmetic Act
Federal Food, Drug, and Cosmetic Act (FD&C Act), (21 CFR 9)
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Consumer Packaging and Labelling Act
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DEFINITIONS
Key definitions of terms referenced in this Policy are listed in the Food Safety Glossary of Terms.

POLICY REVIEW AND REVISION
This Policy shall be reviewed annually or more frequently as required by changes in legal, regulatory or Sysco requirements, or to correct identified deficiencies.
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| Date:                    | March 26, 2015                    |
| Version Number:          | 2                                 |
| Reason for Revision:     | Added to references the acts and regulations and associates titles that pertain to Canada. |

| Date:                    | September 1, 2015                |
| Version Number:          | 3                                 |
| Reason for Revision:     | Annual Reassessment               |

| Date:                    |                                    |
| Version Number:          |                                    |
| Reason for Revision:     |                                    |

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| Version Number:          |                                    |
| Reason for Revision:     |                                    |
4-04

WILL CALL
Will Call Policy

PURPOSE
The purpose of this Policy is to ensure that all food products obtained by customers have been maintained with appropriate temperature and sanitary controls.

SCOPE & RESPONSIBILITY
This Will Call Policy is an enterprise-wide policy and shall apply to all Sysco associates and associates of any Sysco subsidiary (hereinafter collectively referred to as “You”). Compliance with this Policy and the related Standard Operating Procedures (SOPs) in Sysco’s Food Safety Program shall be an expectation of employment.

This Policy also shall apply to all third parties performing services on Sysco’s behalf. For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

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POLICY STATEMENT
Sysco’s success as a business rests, first and foremost, with our ability to provide our customers with food products that are safe and wholesome. To this end, Sysco is committed to ensuring the highest level of food safety. Sysco OpCos/Associates shall be accountable for adhering to the following food safety requirements:

1) Customers, customer arranged couriers, and brokers shall be allowed to pick up food products at an OpCo warehouse Will Call only as provided in 5-B-18 Will Call SOP.

2) Sysco Associates shall be allowed to pick up food products at an OpCo warehouse Will Call, provided such food products shall be solely for their own personal use.

3) Trained Associates shall be allowed to pick up product samples at an OpCo warehouse Will Call only as provided in 5-D-01A Sample Preparation SOP and 5-D-01B Sample Handling Transport and Demonstration SOP.

4) Brokers shall be allowed to pick up product samples at an OpCo warehouse Will Call only as provided in 5-D-01A Sample Preparation SOP and 5-D-01B Sample Handling Transport and Demonstration SOP.

5) Potentially Hazardous Foods or Temperature Controlled for Safety (PHF/TCS) and Hazmat Labeled Chemicals are not allowed to be returned into inventory as identified in 5-B-18 Will Call SOP.
TRAINING
Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this course (“Food Safety Overview for Associates”) shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.

ASKING QUESTIONS?
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SAMPLE PREPARATION, HANDLING AND TRANSPORT
Sample Preparation, Handling and Transport Policy

PURPOSE
The purpose of this Policy is to communicate the food safety and proper preparation, handling and transport requirements for food samples that are delivered to customers by Sysco drivers or that are transported by Sysco Associates for product demonstration purposes, including how associates can transport product demonstration samples in their personal vehicles.

This policy ensures the safety of products Sysco distributes, as well as our customers' trust in Sysco’s food safety and delivery practices, by requiring all products delivered to customers by any Sysco company to be transported directly to the designated customer by Sysco-owned vehicles that are equipped with appropriate temperature controls.

SCOPE & RESPONSIBILITY
This Sample Preparation, Handling and Transport Policy is an enterprise-wide policy and shall apply to all Sysco employees and employees of any Sysco subsidiary (hereinafter collectively referred to as “You”). Compliance with this Policy and the related Standard Operating Procedures (SOPs) in Sysco’s Food Safety Program shall be an expectation of employment.

This Policy also shall apply to all third parties performing services on Sysco’s behalf (including Brokers). For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

The Sysco Operating Company (OpCo) President/General Manager shall be responsible for compliance with this Policy. The Vice Presidents/Directors of Operations and Sales shall be ultimately responsible for implementing and executing this Policy in their organizations. The designated Driver assigned by Operations Management shall be responsible for adhering to this Policy, as well as the defined procedures for delivery of products. Specialists, Marketing Associates (MA) and other Sales Associates shall be responsible to adhere to this Policy and all related procedures for handling products. The Food Safety Program Manager will be responsible to monitor and verify compliance with this Policy and the associated Standard Operating Procedure (SOPs) for Sample Preparation and Sample Handling and Transport.

POLICY STATEMENT
1) Sysco Associates shall adhere to the requirements for storage, preparation, handling, and transport of sample products.

2) Sysco OpCos shall implement the 5-D-01A Sample Preparation SOP and 5-D-01B Sample Handling Transport and Demonstration SOP that describes the methods for preparing and handling samples.
3) A properly refrigerated and loaded delivery vehicle (truck or van) shall be used for deliveries of product intended for resale.

4) Sysco Associates shall not arrange courier delivery service of samples to customers.

5) Brokers shall be permitted to prepare and/or deliver samples to customers, provided they adhere to the applicable SOP for preparing samples and take possession of the product(s), sign the customer disclaimer on the invoice and ensure proper handling of any sample products in distribution.

6) Sysco Associates only shall be permitted to handle and transport sample products in their personal vehicles when such samples shall be intended to be used solely for demonstration purposes with customers and not for retail consumption, and shall be handled in accordance with this policy.

7) Samples prepared and transported to customers for demonstration will comply with the definition of sample products:
   a) A whole, intact, fully labeled box, case, inner box, bags, pouches, pails, tubs, can and/or other packages of commercially prepared foods or non-food product (ex. paper, plastic disposables) packaged at a manufacturing site
   b) A partial amount of above is a “sample” when sub-divided, handled, and re-packed according to the SOP.

8) Demonstration samples must be picked up at the local OpCo by the Sysco Associate or delivered to a designated customer for pickup by the Sysco Associate. No other intermediate pick up locations will be used.

9) High Risk Foods and Chemical products may only be sampled when delivered to a customer on a Sysco temperature controlled vehicle. High Risk Foods and Chemical products are not permitted to be transported by Sales Associates in personal vehicles.

   • Refrigerated Ready to Eat (RTE) & Raw Seafood
   • Refrigerated Raw Molluscan Shellfish (in shell & shucked)
   • Refrigerated RTE: Deli Meats & Poultry
   • Refrigerated RTE Deli Salads
   • Refrigerated RTE cut/processed Salads, Fruits & Vegetables
   • Refrigerated Fresh Sprouts
   • All Refrigerated and Frozen Raw Ground Beef and Poultry
   • Chemicals with a labeled as”XXXX” Hazmat code

10) USDA Inspected products bearing the USDA Inspection legend (meats, poultry, and processed eggs) are ineligible to be sampled in less than full case quantities unless the packages bear all elements of the USDA labeling requirements. (USDA Directive 7000.2)
11) Samples shall be protected from cross-contamination and temperature abuse during delivery.

12) If perishable refrigerated samples are transported, a Time Temperature Recorder (TTR) will be placed within each sample container to enable monitoring of food temperatures.

13) Sysco Associates handling sample products shall be trained and certified in the safe handling and transport of food samples.

14) All samples processed at an OpCo for delivery to customers or transported by Associates shall be ordered through the OpCo sample account.

15) Sample products may not be ordered, prepared, handled and transported to the customer on the same day.

16) For all sample account orders, the name of the customer and the name of the Associate (with the associate’s title) must be noted on the memo line of the invoice or in the customer sample record.

**TRAINING**
Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this course (“Food Safety Overview for Associates”) shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.

**ASKING QUESTIONS?**
Whenever you have questions about this Policy or are unsure about their requirements, You must get the help You need to be able to comply with the Policy’s requirements. To learn more about food safety in Sysco, contact one of the corporate or regional members of Sysco’s Corporate Quality Assurance Department listed in Sysco Corporate Food Safety Contacts

**REPORTING & INVESTIGATIONS**
It is very important that You immediately report any known or suspected violations of this Policy. To do so, You shall contact your direct supervisor or another member of management, your Human Resources business partner, or the Corporate Quality Assurance Regional Manager. You may also submit a report via the Alert Line website: https://syscoethics.alertline.com, a confidential web-based online reporting vehicle. Anyone reporting a suspected or actual violation of this Policy in good faith shall be protected from retaliation under Sysco’s Code of Conduct. You must cooperate with all investigations of alleged Policy violations.
DISCIPLINE & OTHER CONSEQUENCES
Associates who violate this Policy shall be subject to appropriate disciplinary action or other remedial measures up to and including termination of employment if warranted under the circumstances and permissible under applicable law. Assigned workers and third parties who violate this Policy shall be subject to being denied access to Sysco facilities, personnel and assets, and permission to perform services on Sysco’s behalf.

WAIVERS
The provisions of this Policy shall not be waived. Sysco management does not have the authority to approve waivers to this Policy or any legal/regulatory requirement.

REVISION & REVOCATION
This Policy is not a contract between Sysco and any associate, assigned worker, or third party. This Policy may be revised or revoked by the Policy Owner at any time, without advance notice or cause.

LOCAL POLICIES & PROCEDURES
Sysco operates in many countries, and it is Sysco’s intention to comply with all applicable legal requirements. Accordingly, if a provision of this Policy conflicts with applicable local legal requirements, Sysco may adopt regional or country-specific policies on this subject to accommodate local conditions or legal requirements; You must comply with all applicable local laws, regulations, policies and procedures.

In the event You identify a situation where there is a need for local requirements to deviate from this Policy, You must immediately identify any requested deviation to the Corporate Quality Assurance Department via LiveLink for proper approval.

VERIFICATION
A Sysco Corporate Regional Director or designated associate shall verify compliance with this procedure during the annual onsite audit.

REFERENCES
U.S.A
US Food and Drug Administration Food Safety Modernization Act (FSMA), (21 Code of Federal Regulations (CFR))
Sherman Food, Drug and Cosmetic Act
Federal Food, Drug, and Cosmetic Act (FD&C Act), (21 CFR 9)
Federal Meat Inspection Act (FMIA), (21 CFR 12)
Poultry Products Inspection Act (PPIA), (21 CFR 10)
Egg Products Inspection Act, (21 CFR 15)
CANADA
Canadian Food Inspection Agency - Food Safety Enhancement Program (FSEP)
Canada Agricultural Products Act
Dairy Products Regulations
Egg Regulations
Fresh Fruit and Vegetable Regulation
Fish Inspection Act
Food and Drug Act
Meat Inspection Act
Consumer Packaging and Labelling Act
Safe Food for Canadians Act

DEFINITIONS
Key definitions of terms referenced in these Procedures are listed in the Food Safety Glossary of Terms.

POLICY REVIEW AND REVISION
This Policy shall be reviewed annually or more frequently as required by changes in legal, regulatory or Sysco requirements, or to correct identified deficiencies.

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Sample Preparation, Handling and Transport Policy- CANADA

PURPOSE
The purpose of this Policy is to communicate the food safety and proper preparation, handling and transport requirements for food samples that are delivered to customers by Sysco drivers or that are transported by Sysco Product Specialists, Customer Business Review (CBR), and Category Development Managers (CDM) Associates for product demonstration purposes, including how aforementioned Associates can transport product demonstration samples in their personal vehicles.

This policy ensures the safety of products Sysco distributes, as well as our customers' trust in Sysco's food safety and delivery practices, by requiring all products delivered to customers by any Sysco company to be transported directly to the designated customer by Sysco-owned vehicles that are equipped with appropriate temperature controls.

SCOPE & RESPONSIBILITY
This Sample Preparation, Handling and Transport Policy is an enterprise-wide policy and shall apply to all Product Specialists, Customer Business Review (CBR), and Category Development Managers (CDM) Associates and employees of any Sysco subsidiary (hereinafter collectively referred to as “You”). Compliance with this Policy and the related Standard Operating Procedures (SOPs) in Sysco's Food Safety Program shall be an expectation of employment.

This Policy also shall apply to all third parties performing services on Sysco’s behalf (including Brokers). For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

The Sysco Operating Company (OpCo) President/General Manager shall be responsible for compliance with this Policy. The Vice Presidents/Directors of Operations and Sales shall be ultimately responsible for implementing and executing this Policy in their organizations. The designated Driver assigned by Operations Management shall be responsible for adhering to this Policy, as well as the defined procedures for delivery of products. Product Specialists, Customer Business Review (CBR) and Category Development Managers (CDM) Associates shall be responsible to adhere to this Policy and all related procedures for handling products. The Food Safety Program Manager will be responsible to monitor and verify compliance with this Policy and the associated Standard Operating Procedure (SOPs) for Sample Preparation and Sample Handling and Transport.
POLICY STATEMENT

1) Sysco Product Specialists, Customer Business Review (CBR), and Category Development Managers (CDM) Associates shall adhere to the requirements for storage, preparation, handling, and transport of sample products.

2) Sysco OpCos shall implement the 5-D-01A Sample Preparation SOP and 5-D-01B Sample Handling Transport and Demonstration SOP that describes the methods for preparing and handling samples.

3) A properly refrigerated and loaded delivery vehicle (truck or van) shall be used for deliveries of product intended for resale.

4) Brokers shall be permitted to prepare and/or deliver samples to customers, provided they adhere to the applicable SOP for preparing samples and take possession of the product(s), sign the customer disclaimer on the invoice and ensure proper handling of any sample products in distribution.

5) Sysco Product Specialists, Customer Business Review (CBR), and Category Development Managers (CDM) Associates only shall be permitted to handle and transport sample products in their personal vehicles when such samples shall be intended to be used solely for demonstration purposes with customers and not for retail consumption, and shall be handled in accordance with this policy.

6) Samples prepared and transported to customers for demonstration will comply with the definition of sample products:
   a) A whole, intact, fully labeled box, case, inner box, bags, pouches, pails, tubs, can and/or other packages of commercially prepared foods or non-food product (ex. paper, plastic disposables) packaged at a manufacturing site
   b) A partial amount of above is a “sample” when sub-divided, handled, and re-packed according to the SOP.

7) Demonstration samples must be picked up at the local OpCo by the Sysco Product Specialists, Customer Business Review (CBR), and Category Development Managers (CDM) Associates or delivered to a designated customer for pickup by the Sysco Product Specialists, Customer Business Review (CBR), and Category Development Managers (CDM) Associates. No other intermediate pick up locations will be used.

8) High Risk Foods and Chemical products may only be sampled when delivered to a customer on a Sysco temperature controlled vehicle.

   • Refrigerated Ready to Eat (RTE) & Raw Seafood
   • Refrigerated Raw Molluscan Shellfish (in shell & shucked)
   • Refrigerated RTE: Deli Meats & Poultry
   • Refrigerated RTE Deli Salads
   • Refrigerated RTE cut/processed Salads, Fruits & Vegetables
   • Refrigerated Fresh Sprouts
9) USDA/CFIA Inspected products bearing the USDA/CFIA Inspection legend (meats, poultry, and processed eggs) are ineligible to be sampled in less than full case quantities unless the packages bear all elements of the USDA/CFIA labeling requirements (USDA Directive 7000.2; Canadian Consumer Packaging and Labelling Regulations).

10) Samples shall be protected from cross-contamination and temperature abuse during delivery.

11) If perishable refrigerated samples are transported, a Time Temperature Recorder (TTR) will be placed within each sample container to enable monitoring of food temperatures.

12) Sysco Product Specialists, Customer Business Review (CBR), and Category Development Managers (CDM) Associates handling sample products shall be trained and certified in the safe handling and transport of food samples.

13) All samples processed at an OpCo for delivery to customers or transported by Product Specialists, Customer Business Review (CBR), and Category Development Managers (CDM) Associates shall be ordered through the OpCo sample account.

14) Sample products may not be ordered, prepared, handled and transported to the customer on the same day.

15) For all sample account orders, the name of the customer and the name of the Product Specialists, Customer Business Review (CBR), or Category Development Managers (CDM) Associates (with the associate’s title) must be noted on the memo line of the invoice or in the customer sample record.

**TRAINING**
Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this course ("Food Safety Overview for Associates") shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.

**ASKING QUESTIONS?**
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DEFINITIONS
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POLICY REVIEW AND REVISION
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<td>Director, Food Safety and Quality Assurance</td>
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<td>Prepared By:</td>
<td>Sysco Corporate Food Safety</td>
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| Date:                     | November 3, 2014                |
| Version Number:           | 2                                |
| Reason for Revision:      | Reassessment, Template change    |

<p>| Date:                     | March 26, 2015                  |
| Version Number:           | 3                                |
| Reason for Revision:      | Added to references the acts and regulations and associates titles that pertain to Canada. |</p>
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Good things come from Sysco®

4-06

FACILITY AND DELIVERY VEHICLE MAINTENANCE
Facility and Delivery Vehicle, Maintenance and Sanitation Policy

PURPOSE
The purpose of this Policy is to ensure the requirements for sanitation, pest control, and maintenance for facilities and trailers used to store or transport food are identified and implemented.

SCOPE & RESPONSIBILITY
This Facility and Delivery Vehicle, Maintenance and Sanitation Policy is an enterprise-wide policy and shall apply to all Sysco associates and associates of any Sysco subsidiary (hereinafter collectively referred to as “You”). Compliance with this Policy and the related Standard Operating Procedure (SOP) in Sysco’s Food Safety Program shall be an expectation of employment.

This Policy also shall apply to all third parties performing services on Sysco’s behalf. For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

The Sysco Operating Company (OpCo) President/General Manager shall be responsible for compliance with this Policy. Senior Leadership at the OpCo shall be responsible for implementing and executing this Policy in their organization. Associates shall be responsible to adhere to this Policy.

POLICY STATEMENT
Sysco’s success as a business rests, first and foremost, with our ability to provide our customers with food products that are safe and wholesome. To this end, Sysco is committed to ensuring the highest level of food safety. Sysco OpCos/ Associates shall be accountable for adhering to the following food safety requirements:

1) The facility shall be kept free of defects and damage that could affect food safety and shall be maintained in good sanitary condition.

2) Delivery vehicles shall be kept free of defects and damage that could affect food safety and shall be maintained in good sanitary condition.

3) The OpCo shall retain an outside pest contractor to develop and implement an effective Integrated Pest Management Program.
TRAINING
Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this course (“Food Safety Overview for Associates”) shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.

ASKING QUESTIONS?
Whenever you have questions about this Policy or are unsure about their requirements, You must get the help You need to be able to comply with the Policy’s requirements. To learn more about food safety in Sysco, contact one of the corporate or regional members of Sysco’s Corporate Quality Assurance Department listed in Sysco Corporate Food Safety Contacts

REPORTING & INVESTIGATIONS
It is very important that You immediately report any known or suspected violations of this Policy. To do so, You shall contact your direct supervisor or another member of management, your Human Resources business partner, or the Corporate Quality Assurance Regional Manager. You may also submit a report via the Alert Line website: https://syscoethics.alertline.com, a confidential web-based online reporting vehicle. Anyone reporting a suspected or actual violation of this Policy in good faith shall be protected from retaliation under Sysco’s Code of Conduct. You must cooperate with all investigations of alleged Policy violations.

DISCIPLINE & OTHER CONSEQUENCES
Associates who violate this Policy shall be subject to appropriate disciplinary action or other remedial measures up to and including termination of employment if warranted under the circumstances and permissible under applicable law. Assigned workers and third parties who violate this Policy shall be subject to being denied access to Sysco facilities, personnel and assets, and permission to perform services on Sysco’s behalf.

WAIVERS
The provisions of this Policy shall not be waived. Sysco management does not have the authority to approve waivers to this Policy or any legal/regulatory requirement.

REVISION & REVOCATION
This Policy is not a contract between Sysco and any associate, assigned worker, or third party. This Policy may be revised or revoked by the Policy Owner at any time, without advance notice or cause.
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Sysco operates in many countries, and it is Sysco’s intention to comply with all applicable legal requirements. Accordingly, if a provision of this Policy conflicts with applicable local legal requirements, Sysco may adopt regional or country-specific policies on this subject to accommodate local conditions or legal requirements; You must comply with all applicable local laws, regulations, policies and procedures.

In the event You identify a situation where there is a need for local requirements to deviate from this Policy, You must immediately identify any requested deviation to the Corporate Quality Assurance Department via LiveLink for proper approval.

VERIFICATION
A Sysco Corporate Regional Director or designated associate shall verify compliance with this procedure during the annual onsite audit.

REFERENCES
U.S.A
US Food and Drug Administration Food Safety Modernization Act (FSMA), (21 Code of Federal Regulations (CFR))
Sherman Food, Drug and Cosmetic Act
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Consumer Packaging and Labelling Act
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DEFINITIONS
Key definitions of terms referenced in these Procedures are listed in the Food Safety Glossary of Terms.
POLICY REVIEW AND REVISION
This Policy shall be reviewed annually or more frequently as required by changes in legal, regulatory or Sysco requirements, or to correct identified deficiencies.

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| Date:                      | March 26, 2015                  |
| Version Number:            | 2                                |
| Reason for Revision:       | Added to references the acts and regulations and associates titles that pertain to Canada. Added related procedures. |

| Date:                      | September 1, 2015               |
| Version Number:            | 3                                |
| Reason for Revision:       | Annual Assessment               |

| Date:                      |                                   |
| Version Number:            |                                   |
| Reason for Revision:       |                                   |
4-07

FOOD SAFETY INSPECTION AND AUDIT
Food Safety Inspection and Audit Policy

PURPOSE
The purpose of this Policy is to establish the responsibility of each Operating Company (OpCo) to fully participate in and cooperate with Regulatory Agency Inspection, 3rd Party Audits, and/or other food safety inspections and audits.

SCOPE & RESPONSIBILITY
This Food Safety Inspection and Audit Policy is an enterprise-wide policy and shall apply to all Sysco associates and associates of any Sysco subsidiary (hereinafter collectively referred to as “You”). Compliance with this Policy and the related Standard Operating Procedures (SOPs) in Sysco's Food Safety Program shall be an expectation of employment.

This Policy also shall apply to all third parties performing services on Sysco’s behalf. For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

The Sysco Operating Company (OpCo) President/General Manager shall be responsible for compliance with this Policy. Senior Leadership at the OpCo shall be responsible for implementing and executing this Policy in their organization. Associates shall be responsible to adhere to this Policy.

POLICY STATEMENT
Sysco's success as a business rests, first and foremost, with our ability to provide our customers with food products that are safe and wholesome. To this end, Sysco is committed to ensuring the highest level of food safety. Sysco OpCos/Associates shall be accountable for adhering to the following food safety requirements:

1) Sysco Associates shall cooperate fully with government agency food safety inspections and/or food safety audits.

2) Each Sysco OpCo shall be audited at least annually by a Sysco Corporate QA approved third party auditing agency.

3) Each OpCo shall be audited at least annually by the Food Safety Program Manager (FSPM) and/or a designated company representative in the Quality Assurance Department. This audit is designed to determine the OpCo's compliance with Sysco's Food Safety Program.

4) The OpCo President/General Manager shall certify to the Food Safety Program Manager (FSPM) and/or a designated company representative that any OpCo food safety compliance deficiency identified by the third party auditor, have been addressed. A documented corrective action plan will be completed within ten (10) days.
business days of receiving notice of the deficiencies. This will assist in mitigating the food safety risks and preventing reoccurrence.

TRAINING
Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this course (“Food Safety Overview for Associates”) shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.

ASKING QUESTIONS?
Whenever you have questions about this Policy or are unsure about their requirements, You must get the help You need to be able to comply with the Policy’s requirements. To learn more about food safety in Sysco, contact one of the corporate or regional members of Sysco’s Corporate Quality Assurance Department listed in Sysco Corporate Food Safety Contacts

REPORTING & INVESTIGATIONS
It is very important that You immediately report any known or suspected violations of this Policy. To do so, You shall contact your direct supervisor or another member of management, your Human Resources business partner, or the Corporate Quality Assurance Regional Manager. You may also submit a report via the Alert Line website: https://syscoethics.alertline.com, a confidential web-based online reporting vehicle. Anyone reporting a suspected or actual violation of this Policy in good faith shall be protected from retaliation under Sysco’s Code of Conduct. You must cooperate with all investigations of alleged Policy violations.

DISCIPLINE & OTHER CONSEQUENCES
Associates who violate this Policy shall be subject to appropriate disciplinary action or other remedial measures up to and including termination of employment if warranted under the circumstances and permissible under applicable law. Assigned workers and third parties who violate this Policy shall be subject to being denied access to Sysco facilities, personnel and assets, and permission to perform services on Sysco’s behalf.

WAIVERS
The provisions of this Policy shall not be waived. Sysco management does not have the authority to approve waivers to this Policy or any legal/regulatory requirement.

REVISION & REVOCATION
This Policy is not a contract between Sysco and any associate, assigned worker, or third party. This Policy may be revised or revoked by the Policy Owner at any time, without advance notice or cause.
LOCAL POLICIES & PROCEDURES
Sysco operates in many countries, and it is Sysco’s intention to comply with all applicable legal requirements. Accordingly, if a provision of this Policy conflicts with applicable local legal requirements, Sysco may adopt regional or country-specific policies on this subject to accommodate local conditions or legal requirements; You must comply with all applicable local laws, regulations, policies and procedures.

In the event You identify a situation where there is a need for local requirements to deviate from this Policy, You must immediately identify any requested deviation to the Corporate Quality Assurance Department via LiveLink for proper approval.

VERIFICATION
A Sysco Corporate Regional Director or designated associate shall verify compliance with this procedure during the annual onsite audit.

REFERENCES
U.S.A
US Food and Drug Administration Food Safety Modernization Act (FSMA), (21 Code of Federal Regulations (CFR))
Sherman Food, Drug and Cosmetic Act
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Egg Products Inspection Act, (21 CFR 15)

CANADA
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Canada Agricultural Products Act
Dairy Products Regulations
Egg Regulations
Fresh Fruit and Vegetable Regulation
Fish Inspection Act
Food and Drug Act
Meat Inspection Act
Consumer Packaging and Labelling Act
Safe Food for Canadians Act

DEFINITIONS
Key definitions of terms referenced in this Policy are listed in the Food Safety Glossary of Terms.

POLICY REVIEW AND REVISION
This Policy shall be reviewed annually or more frequently as required by changes in legal, regulatory or Sysco requirements, or to correct identified deficiencies.
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<thead>
<tr>
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<tr>
<td>Prepared By:</td>
<td>Sysco Corporate Food Safety</td>
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<tr>
<td>Effective Date:</td>
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| Date:                     | March 26, 2015 |
| Version Number:           | 2 |
| Reason for Revision:      | Added to references the acts and regulations and associates titles that pertain to Canada; Added related procedures. |

| Date:                     | September 1, 2015 |
| Version Number:           | 3 |
| Reason for Revision:      | Annual Assessment |

| Date:                     |                         |
| Version Number:           |                         |
| Reason for Revision:      |                         |

| Date:                     |                         |
| Version Number:           |                         |
| Reason for Revision:      |                         |

| Date:                     |                         |
| Version Number:           |                         |
| Reason for Revision:      |                         |
Good Manufacturing Practices (GMPs) Policy

PURPOSE
The purpose of this Policy is to identify Good Manufacturing Practices (GMPs) and their application for OpCo associates.

SCOPE & RESPONSIBILITY
This GMP Policy is an enterprise-wide policy and shall apply to all Sysco associates and associates of any Sysco subsidiary (hereinafter collectively referred to as “You”). Compliance with this Policy and the related Standard Operating Procedures (SOPs) in Sysco’s Food Safety Program shall be an expectation of employment.

This Policy also shall apply to all third parties performing services on Sysco’s behalf. For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

The Sysco Operating Company (OpCo) President/General Manager shall be responsible for compliance with this Policy. Senior Leadership at the OpCo shall be responsible for implementing and executing this Policy in their organization. Associates shall be responsible to adhere to this Policy.

POLICY STATEMENT
Sysco’s success as a business rests, first and foremost, with our ability to provide our customers with food products that are safe and wholesome. To this end, Sysco is committed to ensuring the highest level of food safety. Sysco OpCos/Associates shall be accountable for adhering to the following food safety requirements:

1) Associates shall maintain adequate personal cleanliness at all times.
   a) Clothing will be maintained as clean and in good repair, so as to prevent any possible cross-contamination/cross-contact with products for sale to the public.

2) Jewelry may be worn as long as it does not present any risk of cross-contact/cross-contamination for any product for sale to the public.

3) Associates are required to properly wash their hands after returning from restrooms, eating and smoking.
   a) Hand soap, paper towels, and garbage cans are readily available at all hand washing stations and restrooms.

4) Consumption and storage of associate food and beverages is restricted to designated areas such as welfare/break areas. This includes gum chewing.
   a) There are two exceptions to beverage consumption in the OpCo:
      i. During hot/humid periods (if permitted by the location leadership) water in a plastic bottle with a secure cap
ii. Associates with a physician’s order may drink other beverages in a clear, plastic bottle with a secured cap

5) Tobacco use is allowed only in a designated area (cigarettes, cigars, pipes, e-cigarettes and smokeless tobacco (chew) included).

6) Personal belongings are kept in associate’s clean locker or other designated areas only.

7) Associates shall report illness to their supervisor according to 4-09 Illness Reporting Policy.

8) All cuts and grazes on exposed skin shall be covered by a contrasting colored bandage.

9) Associates that directly handle open food shall wear protective clothing such as disposable gloves, hair net and beard net.

11) Associates will report immediately to their supervisor any unclean or unsanitary conditions that may result in contamination or adulteration of a food product or the warehouse in general.

TRAINING
Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this course (“Food Safety Overview for Associates”) shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.

ASKING QUESTIONS?
Whenever you have questions about this Policy or are unsure about its requirements, You must get the help You need to be able to comply with the Policy’s requirements. To learn more about food safety in Sysco, contact one of the corporate or regional members of Sysco’s Corporate Quality Assurance Department listed in Sysco Corporate Food Safety Contacts

REPORTING & INVESTIGATIONS
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DISCIPLINE & OTHER CONSEQUENCES
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VERIFICATION
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Food and Drug Act
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Consumer Packaging and Labelling Act
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DEFINITIONS
Key definitions of terms referenced in this Policy are listed in the Food Safety Glossary of Terms.

POLICY REVIEW AND REVISION
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<td>Version Number:</td>
<td>1</td>
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<tr>
<td>Reason for Revision:</td>
<td>New Policy and Annual Reassessment</td>
</tr>
</tbody>
</table>

Date:
Version Number:
Reason for Revision:

Date:
Version Number:
Reason for Revision:

Date:
Version Number:
Reason for Revision:
4-09

FOOD HANDLER

ILLNESS REPORTING
Food Handler’s Illness Reporting Policy

PURPOSE
This Policy affirms Sysco’s commitment to food safety and compliance with all applicable federal, state, provincial and/or local food safety regulations. The Policies and Standard Operating Procedures (SOPs) in Sysco’s Food Safety Program implement this Policy.

SCOPE & RESPONSIBILITY
This Food Safety Policy is an enterprise-wide policy and shall apply to Sysco associates and associates of any Sysco subsidiary who directly handle food products (hereinafter collectively referred to as “You”), as well as their direct and indirect supervisors. Compliance with this Policy and the related Standard Operating Procedures (“SOPs”) in Sysco’s Food Safety Program shall be an expectation of employment for associates performing tasks described herein.

This Policy also shall apply to all third parties performing services on Sysco’s behalf. For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

The Sysco Operating Company (“OpCo”) President/General Manager shall be responsible for compliance with this Policy. Senior Leadership at the OpCo shall be responsible for implementing and executing this Policy in their organization. Affected associates shall be responsible to adhere to this Policy.

POLICY STATEMENT
At Sysco, our associates are our most valuable assets, and maintaining the safety and health of our associates, customers, vendors and suppliers is of utmost concern. The purpose of this policy is to provide guidance for all Sysco associates who directly handle food products in order to avoid the spread of illness at the workplace, and among the general public, to the greatest possible extent. Specifically, this policy addresses reporting guidelines for associates, during periods in which they are ill, exhibit symptoms of illness, or have been exposed to certain communicable diseases.

DEFINITIONS
Food includes water and any other liquid intended for human consumption.
Food Handling: The following job duties in the warehouse are considered as handling food. There may be other job duties not described here that would fall under this definition.
- Handling reworks or recoups involving open product.
- Inspecting returns involving open product.
- Inspecting and handling produce during the receiving process.
- Re-packing produce splits in the designated Produce Re-packing area.
Other warehouse job duties are not considered as food handling because the products are in enclosed cases and employees are not in direct contact with food.

SYMPTOMS AND DIAGNOSED ILLNESS
Associates who are ill, exhibit symptoms of illness, or have been exposed to certain communicable diseases, will be encouraged, and may be required, to remain at home.

Symptoms: Food Handlers must notify their Supervisor when they experience any of the symptoms listed below:

- Blatantly acute symptoms of gastrointestinal illness, such as diarrhea or vomiting
- Sore throat with fever
- Yellow skin or eyes (jaundice)
- Open skin sores on the hand, wrist, or an exposed body part (such as boils and infected wounds, however small)
- Suffering from a medical condition which prevents working with food

Past and Current Diagnosed Illness: Food Handlers must notify their Supervisor when they are diagnosed with the following:

- Foodborne illness and/or an illness caused by norovirus, *E. coli* O157:H7, *Shigella spp.*, hepatitis A virus, *Salmonella typhi*, or nontyphoidal *Salmonella*
- A previous illness, diagnosed in the past three (3) months, due to *Salmonella typhi*

ASSOCIATE REPORTING REQUIREMENTS
If your absence is due to any of the circumstances described in the Symptoms and Past and Current Diagnosed Illness section of this policy, immediately contact your Supervisor to report the symptoms or diagnosis. Associates must provide updated information relative to any changes in the circumstances and anticipated return to work date. All associates shall complete the 8-35 Food Handler’s Illness Reporting Acknowledgement form and a copy shall be kept on file.

ASSOCIATE ABSENCE GUIDANCE FOR SUPERVISORS
Supervisors are responsible to be aware of any associate who may exhibit definite signs of illness that could affect his or her ability to handle food safely. In addition, supervisors must rely on the associate to self-report when they have conditions that may contaminate food. The supervisor must use his or her best judgment, in addition to federal, state, and local guidelines and regulations, to determine if an associate should be restricted from handling food or sent home until the associate has recovered or provides medical clearance. Any medical information that a supervisor receives about an associates' medical condition must be kept private. This information should only be shared on a need to know basis. In certain circumstances, a supervisor may need to notify the applicable regulatory authority when an associate is jaundiced or diagnosed with an illness caused by norovirus, *E. coli* O157:H7, *Shigella spp*, hepatitis A, *Salmonella typhi*, or Nontyphoidal *Salmonella*.
The supervisor should use the following chart to determine the appropriate action for the circumstance:

<table>
<thead>
<tr>
<th>Associate Symptom/Condition</th>
<th>Action To Be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the associate receives physician diagnosis of food borne illness and/or an illness caused by <em>E. coli</em> O157:H7, <em>Shigella spp.</em>, hepatitis A, <em>Salmonella typhi</em>, or norovirus</td>
<td>Exclude establishment</td>
</tr>
<tr>
<td>Diarrhea or Vomiting (except when the symptom is from a noninfectious condition)</td>
<td>Exclude establishment</td>
</tr>
<tr>
<td>Fever only</td>
<td>Restrict from food handling</td>
</tr>
<tr>
<td>Sore throat with fever</td>
<td>Exclude establishment</td>
</tr>
<tr>
<td>Onset of jaundice within past seven (7) days unless the employee provides written medical documentation from a health care provider specifying cause of jaundice is not hepatitis A virus or other fecal-orally transmitted infection.</td>
<td>Exclude establishment</td>
</tr>
</tbody>
</table>

Reinstatement time periods will vary depending on the condition, provision of written documentation from a health care provider, and other factors provided for by the federal Food and Drug Administration Food Code.

**TRAINING**

Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this course (“Food Safety Overview for Associates”) shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.

**ASKING QUESTIONS?**

Whenever you have questions about this Policy or are unsure about their requirements, You must get the help You need to be able to comply with the Policy’s requirements. To learn more about food safety in Sysco, contact one of the corporate or regional members of Sysco’s Corporate Quality Assurance Department listed in [Sysco Corporate Food Safety Contacts](#).

**REPORTING & INVESTIGATIONS**

It is very important that You immediately report any known or suspected violations of this Policy. To do so, You shall contact your direct supervisor or another member of management, your Human Resources business partner, or the Corporate Quality Assurance Regional Manager. You may also submit a report via the Alert Line website: [https://syscoethics.alertline.com](https://syscoethics.alertline.com), a confidential web-based online reporting vehicle. Anyone reporting a suspected or actual violation of this Policy in good faith
shall be protected from retaliation under Sysco’s Code of Conduct. You must cooperate with all investigations of alleged Policy violations.

DISCIPLINE & OTHER CONSEQUENCES
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WAIVERS
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VERIFICATION
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Food Code 2013
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Canada Agricultural Products Act
Dairy Products Regulations
Egg Regulations
Fresh Fruit and Vegetable Regulation
Fish Inspection Act
Food and Drug Act
Meat Inspection Act
Consumer Packaging and Labelling Act
Safe Food for Canadians Act

DEFINITIONS
Key definitions of terms referenced in these Procedures are listed in the Food Safety Glossary of Terms.

POLICY REVIEW AND REVISION
This Policy shall be reviewed annually or more frequently as required by changes in legal, regulatory or Sysco requirements, or to correct identified deficiencies.

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<td>September 2, 2015</td>
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<td>Version Number:</td>
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<td>Reason for Revision:</td>
<td>Illness Reporting acknowledgement Form number change from 8-34 to 8-35</td>
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<td>Date:</td>
<td>December 7, 2015</td>
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<td>Version Number:</td>
<td>3</td>
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<td>Reason for Revision:</td>
<td>Incorporate comments from Corporate Human Resources and Legal. Remove wording around HR specific guidance. Update symptoms to align with Food Code, 2013</td>
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</table>

Page 5 of 6
4-10

SUB-CONTRACTED WAREHOUSE AND STORAGE
**Sub-Contracted Warehouse and Storage Policy**

**PURPOSE**
This Policy affirms Sysco’s commitment to food safety and compliance with all applicable federal, state, provincial and/or local food safety regulations. The Policies and Standard Operating Procedures (SOPs) in Sysco’s Food Safety Program implement this Policy.

**SCOPE & RESPONSIBILITY**
This Sub-Contracted Warehouse and Storage Policy is an enterprise-wide policy and shall apply to all Sub-Contracted Warehouse and Storage facilities utilized by Sysco for long term storage as defined by this policy.

This Policy also shall apply to all third parties performing services on Sysco’s behalf (hereinafter collectively referred to as “You”). For such third parties, compliance with this Policy shall be a condition of access to Sysco facilities and resources, and of being permitted to perform services for Sysco.

The Sysco Operating Company (OpCo) President/General Manager shall be responsible for compliance with this Policy. Senior Leadership at the Sub-Contracted Warehouse and Storage facility shall be responsible for implementing and executing this Policy in their organization. Associates shall be responsible to adhere to this Policy.

**DEFINITIONS**
**Long Term Storage:** Products held for greater than 30 days in an approved Sub-Contracted Warehouse and Storage location.

**POLICY STATEMENT**
Sysco’s success as a business rests, first and foremost, with our ability to provide our customers with food products that are safe and wholesome. To this end, Sysco is committed to ensuring the highest level of food safety of Sysco products during storage.

Sub-Contracted Warehouse and Storage facility leadership and associates shall be accountable for adhering to the following requirements; Sysco OpCo leadership (President, Vice President Operations, Food Safety Program Manager or designated representative) shall verify compliance prior to placement of products in long term storage:

1) Shall comply with applicable federal, state, provincial and/or local food safety regulations.

2) Shall provide Sysco a Hold Harmless Agreement (HHA) and Certificate of Insurance (COI) signed by the facility President/General Manager.
3) Shall have procedures in place for put-away and storage of products in the required temperature zones based on product’s storage classification.

4) Shall maintain and monitor temperature controlled zones as required to ensure safety and wholesomeness of product.

5) Shall have prerequisite programs, SOPs and GMPs in place that include a minimum of:
   a. Product Handling (including damaged product handling)
   b. Calibration or verification of thermometers or automated temperature monitoring systems for checking product and temperature controlled zones
   c. Pest Control Program
   d. Glass, Brittle Plastic and Ceramic Control Policy
   e. Controls in place to prevent Cross-Contact from chemicals, allergens, and pathogens.

6) Shall have an annual 3rd party audit:
   a. Arranged and paid for by the Sub-Contracted Warehouse or Storage Facility
   b. Conducted by a qualified 3rd party auditing firm
   c. Completed within the previous 12 months
   d. Final audit report including documented corrective actions and/or preventive measures will be submitted to the OpCo Leadership and Food Safety Program Manager (FSPM) before handling any Sysco product.
   e. Sub-Contracted Warehouse and Storage facilities with critical non-conformities that could potentially lead to a food safety concern will not be approved until such time the identified non-conformities are addressed.
   f. A trained Food Safety Program Manager (FSPM) or designated representative may perform additional warehouse audits in conjunction with a management representative of the facility.

7) Shall have site security in place to restrict access to only authorized personnel.

8) Shall have a receiving procedure that includes a minimum of:
   a. Documented Trailer Seal Program
   b. Established Trailer and Pallet Inspections
   c. Documenting of Inbound Temperatures for Refrigerated or Frozen products
   d. Inspection of products for Damage/ Expire Dates / Temperature Abuse
      a. Procedures in place to stage products for locations that have an unrefrigerated dock (*ambient air temperatures 45F to 70F allowable for no more than 1 hour) and placing products in correct temperature zones
9) Shall have a shipping procedure that includes a minimum of:
   a. Trailer and Pallet Inspections
   b. Pre-Cooling Procedure
   c. Product Handling Procedures
   d. Procedures in place to stage products for locations that have an unrefrigerated dock (“ambient air temperatures 45F to 70F allowable for no more than 1 hour) and staging products in correct temperature zones prior to shipment

10) Sub-Contracted Warehouse and Storage associates shall immediately report food safety concerns to location management or a designated company representative.

TRAINING
Training related to Food Safety Policies and SOPs shall be required for all associates prior to performing the activities described in this Policy. Completion of the following course on Sysco’s online learning management system will fulfill this training obligation: “Food Safety Overview for Associates.” Annual refresher training of this course (“Food Safety Overview for Associates”) shall be required. Failure to comply with these requirements shall at a minimum result in documented re-training.

ASKING QUESTIONS?
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Canada Agricultural Products Act
Dairy Products Regulations
Egg Regulations
Fresh Fruit and Vegetable Regulation
Fish Inspection Act
Food and Drug Act
Meat Inspection Act
Consumer Packaging and Labelling Act
Safe Food for Canadians Act
DEFINITIONS
Key definitions of terms referenced in these Procedures are listed in the Food Safety Glossary of Terms.

POLICY REVIEW AND REVISION
This Policy shall be reviewed annually or more frequently as required by changes in legal, regulatory or Sysco requirements, or to correct identified deficiencies.

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<th>Vice President, Quality Assurance</th>
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<td>Sr. Director, Quality Assurance</td>
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<td>Director, Food Safety and Quality Assurance</td>
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<tr>
<td>Prepared By:</td>
<td>Sysco Corporate Food Safety</td>
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<tr>
<td>Effective Date:</td>
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