

fresh.
safe.
toxin-free.

visitor safety policy

Pure haven manufacturing facility follows Good Manufacturing Practices. Good Manufacturing Practices are also referred to as GMP's. GMP's describe the conditions and practices that are necessary for the manufacturing, processing, packing, storage or distribution of personal care products to ensure they do not become adulterated or misbranded. GMP's are the foundation of the pure haven Quality/Organic programs and meet requirements set forth by the FDA and the USDA National Organic Program standards. Please take the time to review the policy requirements outlined below prior to your visit with us. We look forward to seeing you!

general:

- All visitors must be accompanied by a pure haven employee all times throughout the duration of the visit.
- Anyone under the age of 16 is prohibited from the Manufacturing and Shipping/Receiving areas.
- Photography of Manufacturing, Shipping/Receiving, Compounding, Product Development Lab, Administrative areas, processing equipment, documents, or personnel is strictly prohibited without prior written authorization from Management.
- Personal cell phone use is prohibited in Manufacturing and Shipping/Receiving areas.

personal safety:

- For the safety of all visitors, please refrain from touching any raw materials, packaging, machinery or equipment.
- Eyewash and First Aid stations are located throughout the Manufacturing and Shipping/Receiving areas.
- Take care when walking through the facility as floors may be slippery in some areas.

machine/equipment safety:

- Be aware of motorized fork truck and pallet jack traffic in the Manufacturing and Shipping areas.
- Do not touch or place hands near machinery or equipment.

attire:

- Clothing containing beads, jewels, stones, studs or any other decorative piece is prohibited in the Manufacturing and Shipping/Receiving areas.
- **PANTS:** Full-length pants or capris must be worn. Visitors wearing shorts, skirts, dresses or anything other than full-length pants or capris will not be permitted in the Manufacturing area.
- **SHIRTS:** Sleeveless shirts are not permitted in the Manufacturing or Shipping/Receiving areas. Shirts must have sleeves (long or short). Shirts with breast pockets must be emptied prior to entering the Manufacturing or Shipping/Receiving areas.
- **SHOES:** Closed-toed shoes are required in Manufacturing and Shipping/Receiving areas. Open-toed shoes, sandals or flip flops are not allowed. Heels are highly discouraged.
- **JEWELRY:** Jewelry such as ear rings, bracelets, necklaces and watches with exception of "medic alert" bracelets is prohibited in Manufacturing and Shipping/Receiving areas. All visitors will be asked to remove jewelry prior to entering the Manufacturing and Shipping/Receiving areas.
- **PURSES/HAND BAGS/BACK-PACKS:** Purses, hand bags and back-packs are not permitted in Manufacturing or Shipping/Receiving areas.

hair net/beard guard use:

- Hairnets/Beard Guards are not required in Shipping/Receiving areas.
- Hairnets are required and must be worn at all time when in the Manufacturing area. All hair must be fully tucked underneath the hairnet. Hairnets will be supplied by pure haven.
- Beard guards are required when facial hair is present in the Manufacturing area. All facial hair must be fully tucked underneath the beard guard all times. Beard Guards will be supplied by pure haven.
- Remove hairnets and beard guards prior to entering the rest room.
- Hairnets and beard guards are not allowed to be worn outside of the building.

food/beverages/tobacco:

- Food, candy (including throat lozenges) and chewing gum is not allowed in Manufacturing and Shipping/Receiving areas.
- Consumption of beverages is not allowed in Manufacturing and Shipping/Receiving areas.
- The use of tobacco products is restricted to areas outside of the facility only.

