



Food and Beverage Safety Policy

Purpose

This document sets forward HOOPS Club's food and beverage safety policy which includes the required standards for suppliers to abide by in the event that they were awarded the supply of F&B products for our projects.

Policy

It is our policy that all F&B suppliers comply with the highest standards of safety and quality. The requirements include, but are not limited to:

- Produce and deliver F&B products that meet the highest quality of food and beverage standards.
- Meet the local regulatory requirements for safety.
- Thrive to enhance the quality of F&B and their safety management system.
- Carry out effective internal and external communication.
- Continuously act in a proactive manner to minimize hazards.
- Continuous monitoring and improvement.
- Diligent attention to expired raw material or finished product dates.

This policy must be fully read and understood by the supplier given the latter's signature for approval along with the set date.

Hygiene

It is important that employees working with selected suppliers abide by a strict hygiene policy. It is crucial that they dress and clean themselves well while at work to minimize the possibility of any risk to the product being produced.

Illness

Selected suppliers must effectively manage any employee illness that might comprise the quality of the food being prepared/produced.

Preparation/Production

Suppliers are fully responsible for ensuring minimal risk exposures throughout the preparation and/or production process.



Transportation

It is required that suppliers deliver the Food and Beverage products in the appropriate temperature keeping the quality of the deliverable intact. Additionally, it is important that all delivery means of transportation meet the required level of safety and hygiene.

Communication

It is important that suppliers communicate in a proactive and efficient manner. In the event that an emergency emerges, suppliers are required to communicate with the Procurement Officer and Project Manager.

Sincerely yours,

Hoops Club
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Supplier Name: _____ **Region:** _____

Date: _____

Signature: