**OPERATIONS FOOD AND DRINK POLICY**

**PURPOSE:** In order to maintain our commitments to our customers and uphold quality standards, food is not allowed in the operations area and all drinks must be in ESD approved containers.

**DEFINITIONS:**

1. Operations area: the production floor, pipe shop, and shipping and receiving departments
2. Food: includes meals, snacks, and candy (see guidelines below)
3. Drink: any liquid that is able to be consumed and is not a part of the assembly process

**GUIDELINES:**

1. All food items should be stored outside of the operations area.
2. All food items should be consumed outside of the operations area. The only exception is gum and hard candy such as jolly ranchers, mints, life savers, jaw breakers, and the like.
3. All drinks in the operations area must be stored in ESD approved containers

**CORRECTIVE ACTION:** Any supervisor or manager who sees an employee with food at their workstation or drinks outside of an ESD approved container, is authorized to start disciplinary action. Corrective action is not limited to the employee’s direct supervisor or manager.

**Guidelines for Food and Drink Policy Corrective Action Process:**

First occurrence – verbal warning

Second occurrence – written and final warning

Third occurrence - termination

**OTHER FACTORS OF THE FOOD AND DRINK POLICY:** MTS will provide every new employee one ESD approved drink container. In the event that the provided container is lost or damaged, the employee is responsible for providing their own ESD container.