|  |  |
| --- | --- |
| your logo here | [Company Name] |

# Team Member Food Defense Policy Checklist [Template]

## Employee Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Start date: |  |
| Position: |  |  | Manager: |  |

## Exterior Security

|  |
| --- |
| No exterior doors are to be propped open and unattended.  All exterior doors are to be locked when not in use. |

## Reporting Suspicious Incidents to Management Immediately

|  |  |  |
| --- | --- | --- |
| **If you see something, say something. All suspicious incidents must be reported to a manager immediately, and include the following:**  Person(s) taking notes, drawings, photos or videos of our store.  Person(s) attempting to gain information in person, by phone, or by email about our security.  Person(s) conducting surveillance of self-service areas (salad bar, condiment areas, open food  displays, and open bulk containers).  Person(s) not shopping, but lingering in a location for extended periods of time.  Person(s) attempting to gain access to “employee only” areas.  Person(s) not wearing a visitor badge in “employee only” areas  Person(s) impersonating a government official.  Theft of employee uniforms, badges, or packaging labels.  A person wearing very bulky clothing in the summer.  A person who appears emotionally upset.  An abandoned shopping cart.  Food packaging has been tampered with (damaged packages, evidence of resealing packages,  leaking packages.  Unattended vehicles illegally parked near our store.  Any other behaviors or situations that seem suspicious. |  |  |

I have reviewed, understand, and will follow the food defense policies described in this document.

Team Member (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member (sign):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager (sign):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_