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

# Team Member Food Defense Policy Checklist [Template]

## Employee Information

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

## Exterior Security

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| [ ]  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

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| **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):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_