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| your logo here | [Company Name] |

# Management 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. |

## Suspicious Behaviors and Situations

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| Monitor for suspicious behaviors on sales floor, non-public areas and exterior premises.  Take note of any suspicious person’s appearance (e.g., height, weight, age)  Provide “customer service” and/or ask the suspicious person to leave the premises.  Immediately call 911 if a visitor is threatening, violent, or caught contaminating food.  Segregate foods in abandoned buggies, returns or other suspect foods and examine for signs  of tampering (damaged packaging, leaking packages, evidence of resealing).  If intentional contamination is suspected, segregate food, call 911, and wait for law enforcement to  arrive.  Do not re-shelve suspect foods.  If employees are disgruntled or acting suspiciously, arrange an appointment with human resources.  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):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_