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

# Management 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. |

## Suspicious Behaviors and Situations

|  |  |  |
| --- | --- | --- |
| [ ]  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):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_