

Non-Facility Personnel Agreement
Reviewed _____

West Ohio Food Bank defines Non-Facility Personnel to include, but is not limited to, all visitors, volunteers, temporary staff members, outside vendors/contractors, truck drivers, agency personnel, tour groups, regulatory authorities, and family and friends of staff.

As a Non-Facility Personnel, I agree to the following expectations:

1. All non-employees must sign in and out. Sign in/out logs are located in the front office.
2. In general, all visitors will be issued appropriate credentials. Non-employees are restricted from sections of the Food Bank marked for Employees-Only, unless accompanied by an authorized Food Bank Staff member or have been given prior consent to access a specific location inside the facility. At no time will non-authorized visitors be left alone in a designated food storage area.
3. Special policies and procedures will apply to vendors/contractors, which include:
 - **Outside Contractors and Vendors** are allowed to operate throughout the facility on specific projects. Contractors and Vendors will be the responsibility of the Food Bank staff member who schedule them. Contractors and Vendors need to sign in/out at the front office and are required to sign this form. They will be issued a Guest sticker that must be worn at all times while here.
 - **Truck Drivers** will be asked to remain either by their truck or in the designated waiting area provided for them in the main lobby. Should they need to use the restroom, they will need to sign in/out at the front office and be issued a Guest sticker, then directed to the designated restroom. The driver should return to the designated waiting area. At no time should the driver be allowed unaccompanied into product storage areas or other areas of the warehouse. It is the responsibility of Food Bank Receiving personnel to monitor the activity of drivers.
4. All non-employees will adhere to the Food Bank’s food safety policy. At no time will outside food or beverages be brought into the warehouse for consumption and no personal trash will be discarded in any warehouse trash bins. No bags or purses in the warehouse.
5. Should any non-employees bring any chemicals or other liquids inside the Food Bank that is necessary for their work, they must take these items back with them. These items must be discarded offsite. Non-Facility personnel are NOT to operate any equipment at any time without approval by CEO or Designee.

By signing below, you acknowledge you have reviewed the above information outlining the West Ohio Food Bank’s expectations of specialized guests such as outside contractors, vendors, and/or truck drivers. You also acknowledge (and understand) your responsibility to and the importance of Food Safety at the West Ohio Food Bank.

Vendor Company: _____

Date: _____

Print & Sign Name: _____
