



QUALITY GUIDELINES

BioKyowa Inc. is a food grade chemical manufacturing company. We produce a premium grade product that is used as an ingredient and API intermediate in the food and pharmaceutical industry. Our quality guidelines and the regulations that we must follow are very strict.

Therefore, we want to make you aware of some of them should you decide to continue the recruiting process with BioKyowa. They do not apply to you as an applicant; however, you will be required to follow them strictly should employment be offered to you and you accept employment.

- No nicotine products are allowed throughout the ENTIRE facility (including parking lots and break rooms). You will not be allowed to leave during break times to use nicotine products.
- We follow federal guidelines in regards to marijuana. Therefore, it is still considered an illegal substance whether you have a medical card or not. A positive test result will result in withdrawal of an offer or possibly termination of employment.
- Steel toed boots are provided by the company and must be worn and stored according to the company's safety boot policy.
- Additional PPE including a hard hat, safety goggles, gloves, hearing protection, and uniforms are provided by the company and must be worn per company guidelines and safety policy.
- Belts with decorative studs, stones, paint, etc. are not allowed to be worn in the facility.
- Jewelry of any kind, including watches, rings, chains, bracelets, necklaces, earrings, visible piercings, body jewelry, tongue/nose piercings, are not allowed to be worn in the facility. A plain wedding band without stones may be worn. Medical alert necklaces must be worn inside the shirt and must follow the above guidelines.
- No hair extensions, false eyelashes, or lash extensions are allowed. False fingernails or fingernail polish of any kind, including clear, is prohibited.
- Makeup may not be worn in the plant.
- Perfume, cologne, or aftershave may not be worn in the plant.
- Employees must start each day ready to work, including maintaining a clean-shaven appearance. Mustaches and sideburns are the only facial hair allowed as designated by company safety policy.
- No food or drink is allowed in the production or quality areas (including chewing gum, candy, cough drops, matchsticks, toothpicks, sunflower seeds, etc.)
- Cell phones are not permitted on your person while working unless authorized by company management for business purposes. Personal cell phones are allowed in the break room areas.