



FRESH HARVEST HOUSE RULES AND POLICIES

1. Licensee will provide reasonable cooperation with FRESH HARVEST KITCHEN staff on all matters.
2. Licensee or their designated food safety manager must be on-site any time a Licensee is working with food and/or equipment at FRESH HARVEST KITCHEN.
3. Equipment may only be used and operated by people trained by FRESH HARVEST KITCHEN staff, or by employees under the supervision of a person who has completed equipment training. Improper use of FRESH HARVEST KITCHEN equipment and facilities may result in disciplinary action.
4. Licensee must follow the "Rhode Island Health Code Regulations Pertaining to Current Good Manufacturing Practice in Manufacturing, Packing or Holding Human Food" issued by the R.I. Department of Health.
5. Licensee shall not produce their product off-site in a in a home kitchen or other non-compliant Premises while a Licensee of FRESH HARVEST KITCHEN.
6. Proper work attire must always be worn. This includes clean outer and inner clothing, appropriate shoes (no open-toed shoes or sandals), clean hat or hair restraints (including beard restraints) and no jewelry.
7. Licensee are expected to keep the facilities in clean, professional working condition always and must follow proper sanitation requirements. Kitchens, equipment, and other workspaces must be left clean at the end of each shift and ready for next use.
8. Licensee must properly dispose of empty containers, boxes, and wrappers. All food waste must be properly placed in trash, recycling, or compost containers.
9. Secure production area, properly close doors and check out by the required procedure when leaving FRESH HARVEST KITCHEN.
10. Licensee is responsible for securing all personal equipment, products, supplies and other personal belongings.
11. FRESH HARVEST KITCHEN equipment and property, including carts, utensils and other kitchen equipment, inventory, and cleaning supplies may not be removed from the Premises.
12. Access keys may not be duplicated or shared.
13. Licensee must follow all safety and operations policies to prevent personal injury or damage to the Premises. Never overload carts or equipment and avoid lifting overhead – use proper ladders or stools. Never stand on tables or equipment. Always wear protective gear appropriate to your process. Familiarize yourself to all exits, first aid supplies, and fire suppression systems.

14. Licensee may not engage in activities that unreasonably interfere with the use of the Premises by FRESH HARVEST KITCHEN staff or another Licensee. Licensee agrees to respect the rights and property of other users and to make every effort to maintain a peaceful working environment.
15. Smoking is prohibited on FRESH HARVEST KITCHEN Premises.
16. No firearms, intoxicating drugs, alcoholic beverages, flammable or potentially hazardous or contagious materials are permitted on the Premises. Alcohol use for cooking, baking or events requires advance approval by FRESH HARVEST KITCHEN.
17. Licensee will notify FRESH HARVEST KITCHEN if any additional products will be produced at the Premises and agree to obtain any additional licenses or permits if required. FHK management must give prior written approval for the production or trial of food products not listed in the licensing agreement.
18. The use of equipment or ingredients not approved by FHK as part of the food production process outlined in the agreement is strictly prohibited.
19. FRESH HARVEST KITCHEN facilities may only be used to produce human grade food
20. Licensee may not conduct personal, non-food production related business on FRESH HARVEST KITCHEN Premises. Business activities unrelated to food manufacturing, such as selling kitchenware, conducting cooking classes, or other services, are prohibited unless specifically included in the licensing agreement.
21. Children under the age of 16 are not permitted in the kitchen, production, or storage areas.
22. Animals are not permitted in the building. Please contact FRESH HARVEST KITCHEN about service dogs.
23. Lessor may not sublet, assign, or share any portion of their designated production area with another party unless such arrangement is approved in writing by FHK management.
24. FRESH HARVEST KITCHEN retains sole discretion to terminate use of FRESH HARVEST KITCHEN Premises, for any reason, including for violation of any FRESH HARVEST KITCHEN rules and/or policies.
25. Lessor is required to adhere to all operational guidelines and safety protocols established by FHK. Any violation of these terms may result in immediate termination of the licensing agreement and access to FHK premises.
26. Licensee must park in spots on the perimeter of the lot (9am to 5pm) on the other side of the laundry mat.

LICENSEE:

DATE: