



KISS BAKING COMPANY LIMITED

12-14 Gaston Street, Lange Park, Chaguanas, Trinidad, W.I. [Tel:\(868\) 671-5477](tel:8686715477), Fax (868) 672-3868

GUIDELINES FOR TOURS (VISITORS)

KISS Baking Company welcomes you to our facilities to enjoy a true cake experience. While you spend time with us, we ask that you observe the following guidelines.

1. Allow for 30 minutes for the factory tour. Kindly arrive 10 minutes prior to the tour, for a timely start.
2. Clothing items such as armless tops, short pants and loose fitting clothes are not allowed in the factory.
3. Footwear is to be fully closed and comfortable. Open-toed shoes, flip-flops and wheeled shoes are prohibited on the tour.
4. Jewelry, piercings, watches or other loose items must be stored prior to entering the factory (medical ID tags are exempt from this rule).
5. Hair nets and beard nets will be supplied and must be worn while on tour.
6. There is to be no running or playing on the compound.
7. There is to be no eating, drinking or chewing of gum while on tour.
8. Food and drink are prohibited on the factory floor.
9. Cameras, cell phones, backpacks and purses are not allowed on the tour. Still photography and video photography are prohibited.
10. Cell phones are to be switched off while on tour.
11. There is to be NO SMOKING on the compound.
12. Persons with high sensitivity to sugar, peanut or gluten allergies, or sensitivity to heat, eggs, soy, and milk may not be eligible to take the factory tour for their safety.



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13. Persons with sores, infected wounds, boils or other infections or communicable disease will not be allowed on the tour inside the factory. This is to prevent any possible product contamination.
14. In the event of an emergency, an emergency alarm will be activated. The instructions of the tour guide are to be followed and all persons are to proceed to the identified assembly point.
15. All signs and notices must be observed – if in doubt, consult with your tour guide.
16. There is to be no touching of machinery, products or chemicals without the advice of the tour guide.
17. The group must stay together at all times while on tour, walking within the designated areas and walk paths while on the compound.

***Anyone not meeting the above requirements would not be allowed on the tour or would be asked to discontinue the tour and return to the Reception area.**

Ian Lewis
HR Manager