BLOOM FRESH™

Visitor Policy & Procedures

BREEDING A HEALTHIER AND TASTIER FUTURE

1. COMPANY VISITOR POLICY

Spain, UK, USA offices and R&D Centers

BLOOM FRESH is committed to the health and safety of its employees, contractors, consultants, vendors, and visitors who visit any of our premises. BLOOM FRESH takes a proactive and strong stance for the protection of our property, assets, and our Intellectual Property at all times. BLOOM FRESH is not responsible for any injury, accident or illness suffered because of a violation of this policy.

Purpose

The purpose of this visitor policy and procedure (the "**Policy**") is to provide a clear communication and guidance for all visitors, including clients, vendors, contractors, and any other non-employee who enter into BLOOM FRESH premises, as well as for employees and/or International Contractor's (together the "**BLOOM FRESH Representatives**") sponsoring visitors to BLOOM FRESH premises.

Scope

This Policy applies to all persons with scheduled or non-scheduled appointments at the company's premises and to all BLOOM FRESH Representatives sponsoring visitors. All BLOOM FRESH Representatives must enforce this Policy.

Visitor Definition

Visitor is any individual who is not an employee of the company, who temporarily enters to BLOOM FRESH premises and may be admitted to enter into areas generally off limits to the public. A visitor usually is often on business but is not under contract but those who are under contract will still adhere to the BLOOM FRESH Company Visitor Policy.

2. COMPANY VISITOR PROCEDURE

Visitor Sign-In

The visitor sing-in process is designed to ensure a secure and organized method for managing visitors on our premises by the employees.

- All visitors are required to sign-in at all BLOOM FRESH premises and may be asked for identification.
- All visitors are required to list its full name, email address, phone number, its employment company and the purpose of the visit.
- All visitors must be greeted by their sponsoring BLOOM FRESH Representative at the time of arrival/sign-in.

- If requested, visitors must present a valid photo ID to verify visitor's identity.
- Visitor(s) are only allowed during working hours. After-hours visitors must have a written authorization from Human Resources/Management.

Visitor Conduct

Visitors to BLOOM FRESH premises are expected to adhere to specific standards of behaviour to ensure a safe, respectful, and professional environment for everyone. This section outlines the expectations for visitor conduct during their time on-site.

- All visitors shall adhere to all safety protocols and guidelines established by the company.
- All visitors should dress appropriately for a professional setting. The dress code may vary depending on the nature of the visit. This includes wearing appropriate personal protective equipment (PPE) if required.
- All visitors shall familiarise with the emergency exits and procedures. In the event of an emergency, visitors shall follow their sponsoring BLOOM FRESH Representative's instructions and proceed to the designated assembly points.
- Visitors must immediately report any incidents, accidents, injuries or concerns suffered while visiting any of the BLOOM FRESH premises to their sponsoring BLOOM FRESH Representative or another company representative.
- Visitors may not bring their pets to any of the BLOOM FRESH premises, but assistance animals such as guide dogs are allowed. BLOOM FRESH Representatives must indicate in advance if prior arrangements are required for their guests.
- Smoking is prohibited within the company premises except in designated smoking areas.
- Consumption and the use of illicit drugs are strictly prohibited on the premises.
- Carrying weapons or any hazardous materials onto the premises is strictly forbidden

Confidentiality and Privacy

- All visitors may be required to sign an NDA nondisclosure agreement prior to their visit, especially if they will have access to confidential or proprietary information. The NDA will cover all verbal, written, and digital information shared with the visitor during their visit.
- All visitors are only permitted to access areas necessary for their visit. Access to sensitive or restricted areas is strictly controlled and requires prior authorization. Visitors are not allowed to roam the premises unescorted. BLOOM FRESH Representatives must always tend to their visitors while they are Inside or on our premises.
- BLOOM FRESH Internet usage, data protection and confidentiality policies temporarily

cover our visitors while they are on our company premises. They may not misuse our Internet connection or disclose confidential Information.

- Photography, videography, and audio recording within the premises are strictly prohibited unless prior written permission has been obtained.

If any visitor don't comply with any of the above provisions, it will be escorted out of the premises or face prosecution If appropriate. BLOOM FRESH reserves all its legal rights, including the right to exercise whatever actions are available by any applicable law (including proceedings for urgent injunctive relief) to demand the responsibilities arising from the non-compliance by any visitors of the provisions of this Policy.

3. DISCIPLINARY ACTION

Ensuring adherence to the visitor policy and procedures is crucial for maintaining the security, safety, and integrity of our workplace. This section outlines the disciplinary actions that may be taken in the event of a breach of protocol by visitor or employees:

- For minor violations such as bringing in personal visitors without authorization, BLOOM FRESH Representative may receive verbal warnings.

- For more serious violations, such as bringing in unauthorized visitors who rob or damage company property or cause any infringement of our Intellectual Property, employees may face severe disciplinary actions up to and including termination.

Any and all deliberate or negligent breaches of this policy by a BLOOM FRESH Representative will be handled as appropriate under the Company's disciplinary procedures.

NOTICE OF DISCLAIMER
RIGHT TO VARY, TERMINATE OR AMEND POLICY

The Company reserves the right to change, revise, withdraw, or add to its policies, processes, procedures, or guidance at any time, at its sole discretion, with or without notice if necessary, in accordance with applicable law and regulations by providing such notice as may be required by applicable law.

If there is any discrepancy between local law, labour agreements, including works council agreements, or custom and the content of this policy, then local law, labour agreements and/or custom will always govern.

This policy does not create any contractual rights or obligations, whether express or implied for the Company.

NOTICE OF DISCLAIMER
CONTRACT OF EMPLOYMENT

The Company's policies and associated processes, procedures, and guidance are not contracts of employment nor are they intended to create contractual rights or obligations for the Company.

The terms of this policy do not create a contract of employment or alter the at-will employment relationship between the Company and its employees in all jurisdictions where employment at-will is permitted. In instances where a contract of employment exists the terms of this policy are not incorporated into an associate's contract of employment with the Company