



Food & Drink Agreement Atlanta Passport Agency Amended September 16, 2015

This proposed Food & Drink agreement is subject to the provisions of the Master Agreement, in particular, Article 6, Section 23 and Article 12, Section 16 (f) (ii).

A food and drink policy is necessary to prevent the potential risk to applications, sensitive documents, government electronic equipment, computer workstations and the sanitary conditions of the agency. In general, all employees are asked to act responsibly when consuming food and drink in the agency. Waste must be deposited into trash or recycling receptacles and employees are expected to and must clean up after themselves. No food or drink is allowed at the following processing equipment stations:

- Image Capture
- Image Review
- Data Entry
- Bookprint
- Quality Control
- Mail Out
- PRISM

Employees assigned to these stations may not consume or store food or drink items at the processing stations where the equipment is located. For all areas, covered or bottled beverages and snack items may be placed in the same room as the equipment, as long as the items are not near the equipment itself, but not consumed.

All Other Work Areas

Generally, employees in work areas not mentioned above may consume drinks with a secure lid and small/bite-sized snacks at their workstations. Small/bite-sized snack items are defined as packaged or wrapped food items that are dry, do not require utensils, and are traditionally accessed for consumption in very small quantities such as candies, nuts, seeds, chips, etc. Consumption of snacks and beverages directly over applications, documentation/evidence and equipment should be avoided. This is to prevent damage from crumbs or liquids landing on documentation and office equipment.

Consumption of meal items requiring utensils and messy or aromatic foods should be limited to the break room. Lighter meals such as salads, small sandwiches, or wraps may be consumed at non-counter

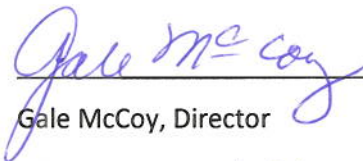
workstations during break periods and lunches, provided that all applications and associated documents are cleared from the workstation.

Due to direct interaction with customers and in an effort to maintain professionalism, employees assigned to the public counter must refrain from active consumption of food and beverages (i.e. chewing) while they are assisting customers.

Additionally, consumption of food or drink at any work station should not interfere with work being completed. Spilling coffee or other beverages on passport applications or evidence will cause problems for the processing of the application and may inadvertently cause an unnecessary burden to the applicants.

Break/Lunch Room


A break/lunch room is provided and available for use during breaks and lunches. This room is for the use of all agency employees.



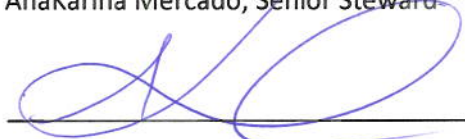
Gale McCoy, Director



AnaKarina Mercado, Senior Steward



Vivian Kirkland, Adjudication Manager



Katina Carter, Steward