

	Document Name:	DISPOSITION OF GORDON FOOD SERVICE PRIVATE BRANDS PRODUCTS AND PACKAGING		
	Doc. Number:	NAPOL0110	Revision No: 07	Page 1 of 2
	Effective Date:	1/15/10	Author: Erica Waara, GFS Quality Assurance	
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PURPOSE: To define the process for handling of Gordon Food Service private brands product and/or packaging that fails to meet Gordon Food Service product and/or labeling quality expectations.

SCOPE: This policy applies to any Supplier or Broker ("Seller") that has or takes possession of Gordon Food Service private brands products. Gordon Food Service private brands include, but are not limited to:

Gordon Signature[®], GFS[®], Primo Gusto[®], Kitchen Essentials[®], Brickman's[™], Peppermill[®], Hearthstone[®], Trade East[®], Mosaic[®], Harvest Valley[®], Sienna Bakery[®], Triumph[®], Crown Collection[®], Premium Angus Beef[®], Gran Sazon[®] and Array[®].

REFERENCES: Gordon Food Service Purchasing Agreement, Gordon Food Service P.O. Terms and Conditions, GFS Supplier Action Request Template

RESPONSIBILITY:

GFS Category Management is responsible for administering and enforcing this policy with Suppliers and Brokers through signed Purchasing Agreements and GFS P.O. Terms and Conditions.

GFS Quality Assurance is responsible for notifying the supplier, GFS Category Management and GFS Brand Management of action requested in the event this policy must be utilized.

Supplier or Broker that has possession of Gordon Food Service private brands products is responsible for re-working, defacing and/or destroying product that does not meet Gordon Food Service product and/or packaging quality expectations according to this procedure. This includes, but is not limited to, inventory as a result of normal manufacture and storage prior to GFS taking possession, product returned to the Broker or Supplier, product remaining following a loss of business and/or product in GFS' possession that has been identified as non-compliant.

POLICY:

If GFS, the Supplier and/or Broker identifies private brands product and/or packaging does not meet Gordon Food Service product and/or packaging quality expectations, the below action shall be taken:

- 1) The Seller shall remove any packaging displaying Gordon Food Service private brands that are returned to Seller or are in Seller's possession before Seller may offer such goods for resale, salvage or donation. Seller shall not offer Gordon Food Service private brands goods to any third party, including, but not limited to, employees, or the public through Seller's company stores unless it has been stripped of any packaging displaying Gordon Food Service private brands.

EXCEPTION: If product packaging cannot be stripped without destruction of the product and the Seller wishes to donate the product, contact GFS Quality Assurance. Based on the scope and severity of the product and/or packaging non-compliance, GFS QA (in collaboration with GFS Category Management and GFS Brand Management) *may* provide written permission to donate the product. This written permission may or may not require donation of the product outside GFS' geographical marketing area

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- 2) GFS Quality Assurance may request the Seller provide a written action plan for re-work, defacement and/or destruction of the product and/or packaging based on the scope and severity of the non-conformance and/or following loss of business *prior* to action being taken.
- a. If the plan includes destruction of product and/or packaging, the following shall apply:
 - i. For non-compliant product in Gordon Food Service's possession, Seller must provide Gordon Food Service written permission to destroy. The disposition is the Seller's monetary responsibility and may include, but is not limited to: incurred GFS time (labor and administration fees), the cost of dumpsters, and/or trash services.
 - ii. For non-compliant product in the Seller's possession (including outside storage), Seller must:
 1. Remove all product from Gordon Food Service private brands cases.
 2. Remove product from inner packaging, if applicable.
 3. Place destroyed product in a trash receptacle in a means that renders it unusable (e.g compression or compaction receptacle).
 - iii. All destruction outside of GFS must be verified with an Affidavit of Destruction. The affidavit must include:
 - a. Product Name
 - b. GTIN/UPC/SCC
 - c. Seller Name
 - d. Lot Numbers
 - e. Amount Destroyed
 - f. Destruction Witness Signature