



ANNEX 12

INTEGRATION OF THE FOOD FRAUD MITIGATION TEAM

ANNEX 12 | INTEGRATION OF THE FOOD FRAUD MITIGATION TEAM

Guadalajara, Jalisco, October 11, 2019.

In the company “D’Italia” the food fraud mitigation team has been formed and coordinated by the Management Systems Manager. It has been formed by representatives of the areas involved in the control of the supply chain of our organization, a representative of Purchasing, Legal, Logistics, Research and Development, Production, Human Resources, and Laboratory, also General Management is part of the team as the leader of our organization.

Our team has general and specific responsibilities for each position in the organization. They have signed a document of acceptance of responsibility as a way of commitment and follow-up on these responsibilities.

The general responsibilities of each team member are as follows:

1. develop the food fraud mitigation plan,
2. to execute or implement the mitigation plan,
3. review the mitigation plan at least annually or whenever the implemented system undergoes a relevant change. Consider change control to keep a record,
4. Conduct annual tests to verify the effectiveness of the food fraud mitigation plan for continuous improvement,
5. promote compliance with the control measures defined in the mitigation plan,
6. in case of a food fraud event, conduct the relevant meetings, make the necessary decisions to address the fraud in conjunction with Senior Management, keep the necessary record of the investigation, as well as review the mitigation plan again and ensure that it has been updated if required,
7. keep the organization’s employees informed about who the members of the food fraud mitigation team are and what their roles are within the team,
8. provide training to staff.

The particular responsibilities of each team member are as follows:

Area	Name	Position	Responsibilities	Signature
Administrator Team Coordinator				
Quality	Sylvia Harris	Management Systems	<ol style="list-style-type: none"> 1. Lead food fraud assessment, mitigation and control activities, 2. Start and coordinate the mitigation plan, as well as revisions and updates, 3. Monitor compliance with the control measures defined through audits, 4. Coordinate the team, meeting scheduling and preparation of reports, 5. Delivery of reports to Management. 	
Team Members				
Operations	Charlotte Wayne	General management	<ol style="list-style-type: none"> 1. Ensure compliance with operational processes, 2. Coordinate the operation with expertise in process control, 3. Coordinate implementation and verification of control measures, 4. Provide financial and human resources, 5. Define responsibilities and authorities. 	
Purchasing	Charles Henderson	Purchasing manager	<ol style="list-style-type: none"> 1. Ensuring that purchases are made from approved suppliers, 2. Ensure timely supply of inputs, 3. Report any potential fraud situation, 4. Conduct supplier evaluation with respect to financial and safety parameters. 	
Legal	Jessica Owens	Legal Compliance Coordinator	<ol style="list-style-type: none"> 1. Ensure legal compliance in the locality and countries to which we export, 2. Verify legal compliance on products and labels, 3. Conduct compliance audits. 	
Logistics	Shawn Gilbert	Logistics Manager	<ol style="list-style-type: none"> 1. Ensuring compliance with operational processes, 2. Verify legal compliance on products and labels, 3. Conduct compliance audits. 	
Quality	Rowan Gibson	Head of Research and Development	<ol style="list-style-type: none"> 1. Ensure legal compliance in the locality and countries to which we export, 2. Verify legal compliance on products and labels, 3. Conduct supplier evaluation. 	

Operations	Susanna Osborn	Head of Production	<ol style="list-style-type: none"> 1. Oversee compliance with operational processes 2. Coordinate implementation and verification of control measures, 3. Monitor compliance with codes of conduct and food fraud mitigation standards. 	
Human Resources	Roger Simmons	Human Resources Manager	<ol style="list-style-type: none"> 1. Develop and implement codes of conduct and food fraud mitigation standards, 2. Apply tests to employees, 3. Internal and external communication 4. Manage staff training, 5. Define whistleblowing mechanisms and monitor them, 6. Apply internal research protocols 	
Quality	Daisy Powell	Laboratory Coordinator	<ol style="list-style-type: none"> 1. Manage the testing of ingredients and finished product, 2. Report any potential fraud situation 	

By signing this document, we reiterate our commitment to our customers and consumers to prevent and mitigate food fraud in the supply chain of our products.

Team Coordinator

Amelia Smith

General Manager

Emily Jones