



BURGESS FARMS

RECRUITMENT POLICY & PROCEDURE

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For use by:	All employees of Burgess Farms and its subsidiary Companies		
Purpose:	To ensure standards are maintained across the business for the recruitment and onboarding of new staff		
This document supports: <i>Standards and legislation</i>	Equality Act 2010 Employment Rights Act 1996 Data Protection Act 1998 and GDPR 2018		
Key related documents:	Equal Opportunities Policy Disability Policy and Procedure Disciplinary Policy and Procedure Grievance Policy and Procedure Dignity at Work Policy and Procedure Data Protection Policy Data Protection Retention Policy		
Review date:	Changes to legislation / Changes to Company policy		



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Definitions

“**Company**” shall mean Burgess Farms and any business units therein.

“**Employee**” shall mean any person/s employed by Burgess Farms and its subsidiary Companies.

1. Policy Statement

The Company recognises that its employees are fundamental to its success, therefore is committed to delivering the recruitment and selection of employees in a professional, timely and responsive manner.

All candidates will be treated fairly, respectfully and efficiently, aiming to ensure that the candidate experience is positive.

2. Key Principles

The Company Recruitment Policy is based upon the following principles:

- To ensure recruitment of employees with the appropriate skills and behaviours to enable the Company to achieve its current and future needs
- To ensure the recruitment and selection procedure promotes a positive image of the Company
- To ensure the Company works to a fair and effective recruitment procedure which is consistent with employment legislation and all related Company policies
- To ensure Company Corporate Governance processes are followed and adhered to
- To ensure we offer development opportunities for our existing employees
- The selection of candidates will be in accordance with all equal opportunities policies

3. Scope

This policy and procedure applies to all activities that form part of the recruitment and selection process. The policy defines the recruitment procedures for all employees and workers employed by and/or working for the Company and its subsidiary companies. This policy is non-contractual and may be varied or revoked by the Company at any time with or without notice.

4. Justification for Recruitment

It is the Company’s policy that Line Managers are responsible for recruitment in conjunction with the Human Resources (HR) department. A Line Manager who wishes to recruit must first complete a BFHRFO47 Recruitment Approval Form (RAF) with justification for the post, an up-to-date Job Description and obtain approval, before proceeding with the recruitment.

The Line Manager is responsible for completing a job description and person specification for the vacancy in accordance with the Company’s standard template. The job description will outline the duties, responsibilities, person specification and necessary experience required to carry out the job. The standard template must not be deviated from under any circumstances.

5. Sourcing Candidates

Vacancies will be posted internally on all site notice boards and placed on the Company website. The Company reserves the right to offer a position to an internal employee, before advertising, should the Line Manager believe they are the most suitable person for the role. Where necessary the vacancy may be advertised externally, utilising the most cost-effective approach for the vacancy, which may include online recruitment partners, social media websites and industry specific partners.

Finally, the vacancy may be placed with an approved recruitment agency, which must be discussed and authorised in advance with a member of the HR department. All permanent recruitment agencies must be directed to the HR Department to enable Terms of Business to be negotiated and agreed in line with industry standards and approved Company processes.

6. Managing Applications and Selection

The Company aims at all times to select candidates for interview who are most suited to the particular role and will be solely on the basis of the applicant's abilities, qualifications, skills, experience and behaviours as measured against the criteria for the job. The HR Department will work with the recruiting Line Manager to plan the recruitment campaign and selection activity, which may include group assessment exercises, individual competency assessment tasks, interviews and Psychometric Testing.

7. Interviewing and assessment of Competency

The key purpose of the selection process is to assess the candidate's suitability for the role and their fit within the organisation. A recruitment interview may be utilised to assess the skills and general background of the candidate therefore questions should be structured to explore the candidate's experience and achievements. The initial interview may be a telephone interview, followed by a face-to-face interview at a later date.

Certain roles will require a verbal and written language test to be completed by all applicants. Applicants will be made aware of this prior to interview.

Group assessment exercises may be utilised where there are a high volume of applications and in recruitment campaigns where the assessment of the candidate's attributes, values and behaviours are critical to the successful completion of the job role. All candidates will be measured against key criteria related to the requirement of the role.

The selection activity will focus on the needs of the job and skills needed to perform it effectively. Line Managers conducting interviews will ensure the questions they ask candidates are not in any way discriminatory or unnecessarily intrusive.

8. Psychometric Testing and Assessment

Psychometric testing may be used as part of the recruitment process only with the prior approval of the HR department. Any test used must have been validated in relation to the role and be administered and validated by a suitability trained person.

9. Offer of Employment

A verbal offer will be given to the candidate in line with agreed terms and conditions of the role as signed off on the RAF. No other conditions should be put forward to the candidate or agreed with them in this verbal offer stage. If any amendments are to be made to the original RAF within the offer stage, these should be formally processed and signed off.

All verbal offers of employment will be followed up in writing to the successful candidate by the HR department. Any changes processed via a change to the RAF, should be communicated to the HR department on agreement. This will avoid any potential for confusion in the offer stage.

It is the Company's practice to seek the successful candidate's consent for it to request two written references, ask for documentary proof of qualifications, if necessary, and to request the candidate to provide proof of the candidate's legal right to work to in the UK.

Any offer of employment will be conditional on these being satisfactory.

10. Recruitment Procedure

10.1 Recruitment Justification and Authorisation

The Line Manager (recruiting manager) must complete a Recruitment Approval Form (RAF) and obtain authorisation for the recruitment of a post.

Upon completion of the RAF the recruiting manager should seek approval. The authorisers for each level are detailed in the governance framework.

Once the RAF has been approved by all authorisers, the recruiting manager will discuss the next steps with the site HR department.

10.2 Managing Applications

Applicants may apply for vacancies using an application form or submitting their CV.

Existing employees are encouraged to apply for vacant posts if they have the appropriate qualifications, experience, behaviours and skills. All internal applicants are sent a written acknowledgement of their application by either email or letter which is completed by the HR department.

The selection of candidates for interview or group assessment will be based on the requirements of the post and assessing candidates against essential and desirable criteria as defined in the job description and person specification.

Candidates selected for interview, either face to face or virtually, will be given full details of the time, date and location as well as the names of the managers attending. Contact will be made by phone and email if practical. Generally, all vacancy notices will state that only successful candidates will be notified due to high volume of applications.

10.3 Interviewing and Group Assessment Activity

The recruiting Manager will meet with candidates to carry out interviews and assessment activities; other colleagues may be permitted to attend to interview at the request of the recruiting Manager

Interview templates should be prepared and agreed in advance, including general interview and competency-based questions that relate to the requirements of the role.

Full notes will be taken during all interviews and assessment activities to capture the input that the candidate has provided. All interview and assessment observation notes will be reviewed as part of the selection process. The handling of all documentation during the recruitment process will be held in conjunction with the requirements laid out in the Data Protection Act 1998 and General Data Protection Regulations (GDPR) 2018.

Proof of Right to Work in the UK will be obtained from the candidate at this stage. All copies that are taken for candidates that are not successful will be disposed of in confidential waste at the point of declining the candidate.

Qualifications checking will occur at this stage (if qualifications are a requirement for the role). Once the candidate has been selected, the recruiting Manager will complete a Contract Request form to instruct the HR department to issue a contract of employment. Feedback will be provided for by the recruitment Manager for all candidates, so the HR department can confirm the outcome to all unsuccessful candidates.

References will be requested upon a candidate accepting an offer of employment.

Feedback will be provided by the recruiting manager for all internal candidates who were unsuccessful in applying for a vacancy to support their development and progression within the organisation. Feedback will be provided upon request for external candidates.

10.4 Psychometric Testing

The qualified individual administering the test will be provided with the job description, person specification and the candidates CV prior to the assessment.

The objectivity of the results of psychometric tests rely on consistency so each candidate completing a test receives the same standard instructions and any candidate completing the test should be placed in a suitable environment avoiding disturbance and distractions.

Test scores will always be interpreted by properly trained individuals and feedback presented to the recruiting manager and/or HR supporting colleague after the assessment.

11. Equal Opportunities

The Company will ensure that this policy is applied at all stages of recruitment and selection in a fair and reasonable manner that does not discriminate on the grounds of any protected characteristic such as race, gender, disability, sexual orientation, marital status, age, religion or belief, pregnancy and maternity, gender reassignment or marriage and civil partnership.

12. Confidentiality

Where any information is given by the employee and/or applicant or about the employee and/or applicant, their right to absolute confidentiality on all personal matters will be guaranteed by all parties.

The Company will treat all personal data and sensitive personal data in accordance with the General Data Protection Regulations 2018 and the Data Protection Act 1998 and other relevant legislation.

Applicant data will be removed in line with our Data Protection Retention Policy.

13. Breach of Policy

Knowingly providing false information in relation to a job vacancy or application and choosing to breach the Recruitment Policy may result in any offer of employment being retracted. For existing employees this will be treated as a disciplinary matter, which could potentially amount to gross misconduct and lead to dismissal.

14. Complaints

Any applicant or employee who is dissatisfied with the application of the Recruitment Policy can raise a grievance using the Company Grievance Procedure or can raise a complaint in writing to the recruiting manager.