

LOYALTY AWARDS POLICY			
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For use by:	All employees of Burgess Farms and its subsidiary Companies.		
Purpose:	To set out the arrangements to recognise the loyalty of employees and their entitlement.		
This document supports: <i>Standards and legislation</i>	Equality Act 2010		
Key related documents:	N/A		
Review date:	Changes to legislation / Change to Company Policy		



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Definitions

“**Company**” means Burgess Farms Ltd

“**Subsidiary Companies**” means all Companies owned by Burgess Farms Ltd.

1. Policy Statement

The Company recognises that the high standards and quality of the products that it supplies to its customers is dependent on the contribution, effort and loyalty of its colleagues. As such, this is an opportunity for the Company to demonstrate that it values the contribution colleagues have made to the business over a length of time.

2. Scope

This policy and procedure applies to all employees employed by Burgess Farms (Produce World Group) 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.

3. Eligibility Criteria

To be eligible for an award an employee should;

- Have been continuously employed with Burgess Farms or any of its subsidiary companies for in excess of five, 10, 15, 20, 25, and 30 respectively.
- A break in service for the purpose of this scheme will be any break of more than one month with the exception of authorised breaks such as maternity, paternity leave, long term ill-health and career breaks.
- Awards are made irrespective of whether the service has been full-time or part-time.
- Internal transferring employees will be awarded one award for the service in the employing Company at the time that awards are awarded only. For the avoidance of doubt, any employee transferring in an award year will not receive an award from both companies.
- Employees must be employed at the time the awards are presented.

4. Loyalty Awards

Burgess Farms recognise contribution, experience and knowledge in the following way;

Service	Reward	Recognition
5 years' service	Equivalent to £50	Certificate of achievement
10 years' service	Equivalent to £100	Certificate of achievement

15 years' service	Equivalent to £150	Certificate of achievement
20 years' service	Equivalent to £200	Certificate of achievement
25 years' service	Equivalent to £250	Certificate of achievement
30 years' service	Equivalent to £300	Certificate of achievement

5. The Reward

The rewards are received in the form of vouchers, which are allocated as per the above service schedule.

Note:

The Company reserves the right to change which voucher companies it uses for the purposes of this policy and the loyalty award scheme.

6. Recognition

The voucher will be presented to the employee alongside a certificate of achievement at an awards presentation.

The presentation will be made by a Manager from the site Senior Leadership Team.

7. Communication

A list of awardees will be displayed on site notice boards at regular intervals during the year.

8. Administration

The Site HR department will be responsible for the administration of the scheme.

Employees who are not able to attend their respective awards presentation will be presented their award by their Line Manager.

9. Equal Opportunities

The Company is committed to the principles of diversity, equality of treatment and equality of opportunity and believes that direct or indirect discrimination against any person is unacceptable.

This policy aims to ensure that no worker receives less favorable treatment on the grounds of gender, sexual orientation, civil partnership/marital status, colour, race, nationality, ethnic or national origins, creed, religion/belief, pregnancy and maternity, gender reassignment, disability or age.

10. Document Control

Version	Revision	Action	Author	Date
001	0.1	<ul style="list-style-type: none">Amended point 6.2 regarding award presentation months, previously April and October but changed to January and July. This has been reflected in points 6.3 and 6.4	MK	14/05/2014
001	0.2	<ul style="list-style-type: none">Updated logos and brandingRemoved points under section 6 - Recognition relating to award presentation months as these vary from site to siteUpdated point 6.2 – removed Site Director to include Managers from Site Senior Leadership Team	MK	22/01/2020
001	0.3	<ul style="list-style-type: none">Updated branding	GT	Feb 2026