

HUMAN RIGHTS POLICY AND PROCEDURE

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| For use by: | All employees of Burgess Farms and its subsidiary Companies | | |
| Purpose: | This policy is intended to assist the Company's commitment to observe and support the Universal Declaration of Human Rights. This includes our obligation to our employees' health, safety and security, and working conditions. The Company also acknowledges the rights of others within our sphere of influence, such as local communities, suppliers and customers. | | |
| This document supports: <i>Standards and legislation</i> | The Human Rights Act 1998 Equality Act 2010 Employment Rights Act 1996 Data Protection Act 1998 & 2018 (GDPR) International Bill of Human Rights United Nations declaration of Human Rights United Nations Guiding Principles on Business and Human Rights | | |
| Key related documents: | BFPHRPO17 Ethical Trade Policy BFPHRPO16 Equal Opportunities Policy and Procedure BFPHRPO29 Recruitment Policy and Procedure BFPHRPO13 Disability Policy and Procedure BFPHR012 Dignity at Work Policy and Procedure BFPHRPO22 Grievance and Dispute Policy and Procedure BFPHHPO14 Disciplinary Policy and Procedure BFPHRPO34 Whistleblowing Policy and Procedure | | |
| Review date: | Changes to legislation / Changes to Company policy | | |



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Definitions

“**Company**” means Burgess Farms

“**Subsidiary Companies**” means all Companies owned by Burgess Farms Limited

1. Policy Statement

Human rights considerations affect many aspects of our business activities; the Company is committed to operating responsibly and to engage with relevant stakeholders to manage the social, economic and environmental impact of its activities. The Company aims to be an inclusive place to work by treating people fairly wherever they are in our business and supply chains.

2. Scope

This policy applies to all employees employed by Burgess Farms Limited 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. The Law

Human rights are based on important principles like dignity, fairness, respect and equality. In the UK, human rights are protected by the Human Rights Act 1998.

4. Commitment

Burgess Farms commits to:-

- conducting business in a manner that respects the rights and dignity of all people in our business and supply chain, complying with all legal requirements;
- treating everyone who works for Burgess Farms and supply chain fairly and without discrimination. Employees, agency staff and suppliers are entitled to work in an environment and under conditions that respect their rights and dignity;
- respecting the rights of people in communities impacted by our activities. The business will seek to identify adverse workplace human rights impacts and take appropriate steps to avoid, minimize and/or mitigate them, taking into account relevant food safety (and other) legislation to which the business is expected to conform;
- upholding and respecting the United Nations declaration of Human Rights and the United Nations Guiding Principles on Business and Human Rights;
- maintaining its SEDEX membership and approval, and to continuous improvement in ethical and responsible employment practices. This includes compliance with applicable labour laws, respect for human rights, fair treatment of workers, and cooperation with SEDEX assessments and audits where required;

- not compromising its own ethical principles or legal obligations. Burgess Farms recognises the importance of customer ethical standards and, where these align with the Company's values, policies and applicable law, will take reasonable steps to support customer ethical and responsible business practices. In the event of any conflict between customer requirements and the Company's policies or legal obligations, the Company's policies and the law shall take precedence;
- maintaining a number of policies and procedures which aim at justice, equality and the general principle of fairness. It is our intention that our policies are open, available, consistent and fair.

5. Responsibilities

If an employee has concerns about any instance of malpractice, human rights abuses or discrimination throughout all our operations, including within Burgess Farms' activities and supply chain, they are expected to raise these concerns as soon as reasonably practicable. Concerns should be raised with the employee's Line Manager or a member of the HR Department.

Employees may also report concerns in accordance with the Company's Whistleblowing Procedure, particularly where they believe the matter is serious, sensitive, or where they feel unable to raise the issue through normal management channels.

Where concerns arise in relation to a customer's business or supply chain, employees may also report these concerns in line with the applicable customer whistleblowing or reporting arrangements, where available.

6. Confidentiality

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

Access to this information will be restricted to the business where appropriate and for business statistical purposes unless otherwise mandated by law.

7. Protection from Victimisation

Any incident of victimisation arising from a concern having been raised by an employee or group in accordance with this policy will be treated as a disciplinary issue. Victimisation is where an individual or group are subjected to detriment because they have raised concerns around the Human Rights Policy or supported another individual who has.

8. Breach of Policy

Any breach of the Human Rights Policy or associated policies, following a full and thorough investigation, may be regarded as misconduct and may lead to disciplinary action.