

HUMAN RIGHTS POLICY AND PROCEDURE	
Author:	Human Resources
Document Reference	BFHRPO23
Revision no.	0.2
Document status:	Current
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 Produce World Group 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;
- respect 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;
- uphold and respect the United Nations declaration of Human Rights and the United Nations Guiding Principles on Business and Human Rights;
- the Company has 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 an instance of malpractice, human rights abuses or discrimination, throughout all our operations, including our own business and our supply chain, they have the responsibility to raise them with their Line Manager or a member of the HR Department at the earliest possible opportunity.

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.