

CHILD LABOUR POLICY & PROCEDURE	
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For use by:	All employees of Burgess Farms and its subsidiary Companies
Purpose:	To outline Burgess Farm's approach to the prevention of Child Labour and the steps to remediate if child labour is identified.
This document supports: <i>Standards and legislation</i>	
Key related documents:	HSMS–Y01-P001 Young Workers Policy BFHRPO17 Ethical Trade Policy BFHRPO23 Human Rights Policy BFHRPO21 Recruitment Policy
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

1. Policy Statement

Burgess Farms is committed to upholding the right of children and young workers in accordance with:

- The UK Modern Slavery Act
- ILO Conventions 138 and 182
- The ETI Base Code
- The UN Guiding Principles on Business and Human Rights
- Ethical sourcing standard from UK retailers

Child Labour is strictly prohibited in our operations and supply chains. We define Child Labour as any work performed by a person under the age of 16.

We will not engage in or condone the unlawful employment or exploitation of children in the workplace or the use of forced labour in our own operations or supply chain.

The Company prohibits the employment of individuals below the legal minimum working age. A Young Workers risk assessment must be completed in line with the Company's Young Worker Policy before anyone under the age of 18 starts work/work experience on site.

Burgess Farms will:

- Conduct age verification checks and maintain accurate employment records.
- Audit all labour providers to ensure that they are not employing child labour
- Maintain records of young workers, including risk assessments

2. Scope

This policy and procedure apply to all employees employed by Burgess Farms and its subsidiary Companies.

3. Definitions

- Child Labour - Is defined as work that deprives children of their childhood, their potential, and their dignity, and that is harmful to their social, physical, and mental development. This refers to work that is mentally, physically, socially, or morally dangerous and harmful to children, and interferes with their schooling. i.e. depriving them of the opportunity to attend school, obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with work.
- Young Worker - A young person who is legally entitled to work i.e., above the minimum age of employment of 15 and below the age of 18.

4. Remediation

If it is suspected that an underage worker is employed at any of our sites or in the supply chain, then immediate steps must be taken to verify the age of the individual against official documentary evidence.

If an underage worker is found working, it is necessary to:

- Act quickly and appropriately by removing the worker from the work area to ensure their safety.
- Record the names, ages and contact details of the workers concerned.
- Explain the legal requirements and restrictions on working ages to the child clearly and carry out an age verification check.
- Consult with child focused organisations (e.g., Child Protection Services) and local authorities regarding any child allegedly or confirmed to be involved in child labour.
- Terminate the employment relationship.
- Treat each situation of child labour on a case-by-case basis to ensure the best interest of the child

A full investigation should be carried out to identify how this happened, and action taken to prevent reoccurrence.

5. Document Control

Version	Revision	Action	Author	Date
0.1		New Policy	SA	August 2025