

1. **Before Work** commences, all employees will be given a formal documented Induction, which shall include;

- 1.1. Health and Safety in the Work Place

- 1.2. The employees job specification

- 1.3. Basic food Hygiene

- 1.4. The employees legal obligations

The level of training and hygiene expected will be commensurate with the type of work carried out e.g. extra time will be spent on Food Hygiene if work in food packing area is to be undertaken.

2. **Labour laws;** The terms and conditions of employment of all labour employed, including Children, will follow local labour laws. Employees work, conditions and supervision will reflect the employee's age and ability.
3. **Employment particulars;** All employees will have written signed terms of employment within 7 days of commencing work.
4. **Remuneration;** Employees pay will be clear at the start of employment, and be fair within the local context, and be above any legal minimum wage.
5. **Discrimination;** There will be no discrimination in the workplace (including during job application processes). Management will not allow the continual employment of persons that are unable to operate in an in-discriminatory way. Discrimination shall include (but not be limited to) sex, race, colour, religion or political views.
6. **Discipline and Dismissal;** The Company Disciplinary Policy is to help and encourage employees to improve, achieve and maintain standards of conduct, attendance and job performance. It also enables management to deal effectively with those employees who do not comply with the Company standards of conduct, attendance and performance in the workplace. [See Disciplinary procedure](#)
7. **Grievance;** The Company grievance policy is to provide a method for members of staff to formally air a grievance, regarding any condition of their employment that will be heard by the management of the Company. [See Grievance procedure](#)
8. **Health;** The Company has a duty of care for its employees. Assessments will therefore be made where required by law for any employees carrying out work with prescribed substances or exposures to certain substances. In addition the Company will carry out statutory risk assessments where required for the area of work (eg working in the cold for prescribed times).
In addition, to safeguard the Health of its Employees and visitors, the Company will have designated Smoking Areas.
If there are any particular disease risks in the area, whether of a temporary or longer term nature, the Company will formulate a procedure for handling of such risks to health.
9. **Security;** The Company shall employee security measures to both protect the property of the Company and its employees as well as their personal security. Such security measures will include, but not limited to, CCTV, Burglar alarm systems, Fire Alarm Systems, the right to carry out regular searches or arrange

for any Employee to be searched by security personnel or an authorised official. Employees will also be dissuaded from bringing valuables to the work place.

10. **Training; adequate** training will be given to all staff. This will be commensurate with their work, internal training will be given in internal procedures and systems, and external training will be considered where required, for specialised vehicle or equipment use (e.g. Forklifts and Chainsaws). Such training may be Safety or Knowledge based depending on the circumstances. Internal training will be documented, and copies of all training and certificates will be kept together for easy reference.
11. **Drinking Water;** This will be readily accessible to all employees, who will be allowed free access to it at all reasonable times.
12. **Toilets;** Toilet facilities will comply with relevant laws and guidelines. There will be adequate facilities for both sexes, and adequate washing facilities. Hand washing procedures will be enforced by management. There will be toilet facilities within a reasonable distance of all places of work, whether it be inside work or outside work.
13. **Fire;** All sites will have adequate written Fire Procedures, and staff will be made aware of these.
14. **Sub-Suppliers;** If any produce is taken from sub-suppliers, each will be expected to comply with all aspects of this section.