



# Inclusion and Diversity Policy

## Human Resources

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VERSION 1



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## A. Who does this policy impact?

This policy applies to all people who work for Bakkavor and covers all aspects of employment with us.

We have various associated policies and procedures which support and uphold this Inclusion and Diversity Policy such as Flexible Working, Disciplinary and Grievance, Bullying and Harassment and Recruitment. This policy and our actions in support of this will be regularly reviewed to ensure that we're achieving our commitments.

## B. Our policy statement

As a leading provider of fresh prepared food our vision is to lead the way in bringing great-tasting fresh prepared food to people around the world. We know achieving this is only possible through the skills, experience and commitment of the diverse range of our people who work for us. However, simply having a diverse workforce is not enough and every one of us should be treated with respect and feel able to be ourselves regardless of our age; disability; gender identity; marriage and civil partnership; race; religion or belief; sex; sexual orientation or any other characteristic which legal protection is afforded by local law.

At Bakkavor we want all our colleagues to enjoy coming to work and being able to easily contribute and develop. We won't tolerate any form of harassment, bullying or discrimination and our responsibility to provide equal opportunities starts from the point of recruitment.

### We do this through three key commitments:

1. Living our values
2. Building an inclusive and diverse workforce across all levels of Bakkavor
3. Providing opportunity to succeed

## C. Our commitments

### 1. Living our values

At Bakkavor we have a strong set of values that describe what we stand for and how we interact with each other, our customers, suppliers and investors as well as in the communities in which we operate.

#### Customer Care, Can Do, Teamwork, Innovation and Getting it Right, Keeping it Right.

These values guide everything we do and are integral to creating a culture in which everyone feels valued, respected and part of a team:

- **Customer Care** - customers are at the heart of what we do. We support a culture focussed on long-term, strategic customer relationships and truly understanding our external and internal customer's needs. The diversity of thinking, experiences and perspectives of all our colleagues is a critical success factor in delivering customer care.
- **Can Do** - we encourage personal initiative and provide development and support for all of us to fulfil our potential.
- **Teamwork** - everyone has a valuable part to play in the success of the business. We're committed to creating a positive environment where team members feel supported; value each other's differences and work together effectively.
- **Innovation** - we thrive on challenges, looking for innovative ways to grow and to improve our business further. We do this through encouraging differing ideas and perspectives from colleagues.
- **Getting it Right, Keeping it Right** - driving continuous improvement is essential for driving growth for the business, our customers, investors, colleagues and the communities we operate in. We encourage an environment where we can trial new ways of working; look for solutions and learn from our mistakes.

### 2. Building an inclusive and diverse workforce across all levels of Bakkavor

At Bakkavor we aim to attract talent that's representative of our society and offer working arrangements that support candidates with diverse skills and backgrounds.

Our recruitment practices ensure a fair and consistent approach to all our candidates and our selection methods are based on skills, experiences and suitability for the role. These are all fairly evaluated against clearly defined accountabilities for both the role and our Bakkavor values. Our internal recruitment and promotion practices provide career opportunities and room to grow.



### 3. Providing opportunity to succeed

We want to ensure that everyone has the tools and support to exceed in their role. We are committed to providing learning and development opportunities that are relevant, accessible and timely to all of us supporting our differing career needs and aspirations.

We all have a responsibility to behave in a way that is respectful and inclusive of other colleagues and to understand that our views and opinions may not always be the same.

#### Here are some things that we can all do to create an inclusive workplace:

- Try to understand other people's points of view and help them understand yours
- If you ever see inappropriate behaviour, challenge or report it
- If you challenge others, do so in a respectful way
- Be aware of different cultures and customs and respect the benefits that diversity can bring
- Look for solutions to problems and try to resolve issues constructively
- Deal with customers, colleagues and suppliers in an ethical and lawful way with respect at all times
- Leaders and managers should actively encourage an inclusive team approach and promptly address any conduct that is inappropriate

If you have any questions or ideas about inclusion and diversity, please speak to your manager or your HR contact. If you are a manager and need advice, please contact your HR team.

## D. Your responsibility

## E. Do you have any questions or ideas about inclusion and diversity?

