

	Document No.	Issue No	Title	Author	Approval Date
	FEI.POL.1.9	1	RECRUITMENT POLICY	AJ	29/01/2024

FEI Foods Ltd Recruitment Policy

FEI Foods Ltd. is dedicated to upholding fair, transparent, and ethical recruitment practices that align with our ethical values. This Recruitment Policy outlines our commitment to providing equal opportunities, promoting diversity and ensuring compliance with relevant employment laws. We aim to create a recruitment process that is inclusive, free from discrimination, and supports the overall goals and values of our organisation.

- **Leadership Commitment:** We are committed to conducting recruitment processes that are fair, transparent, and aligned with our ethical values. We provide equal opportunities for all candidates, making decisions based on merit, skills, and qualifications only. The head of human resources is responsible for the fulfilment of this policy with heads of department and hiring managers are accountable for delivery.
- **Equal Opportunities:** We will ensure that all candidates, irrespective of their background, are treated with respect and have equal opportunities throughout the recruitment process. Discrimination on the basis of race, gender, age, sexual orientation, disability, or any other characteristic protected by law is strictly prohibited.
- **Job Specifications:** All positions will have an accurate and inclusive job specification that clearly outlines the skills, qualifications, and requirements, to ensure that candidates are assessed based on relevant criteria only.
- **Advertising:** Diverse and inclusive channels will be used to advertise job vacancies, reaching a broad and representative pool of candidates.
- **Selection Criteria and Interview Process:** We will define clear and objective selection criteria for each position and apply them consistently during the interview process, conducting interviews that appropriately assess candidates' skills, experience, and cultural fit within the organisation engaging with consistent stakeholders throughout.
- **Right to Work:** All recruitment initiatives will maintain strict compliance with right-to-work laws and regulations, ensuring that all candidates have the legal right to work before offering employment and maintaining records as required.
- **Modern Slavery Considerations:** Modern slavery considerations will be integrated into the recruitment process by ensuring that ethical labour practices are adhered to, whilst ensuring suppliers and labour agencies follow the same practices.
- **Induction:** We will ensure that all new starters will be subject to a company induction, to include training on Food Safety, Health and Safety and Company Procedures.

Commitment, motivation, and involvement of each employee from the top down is the guarantee for the success of this policy.

Signed:



Simon Lewis
Managing Director

Date:

29/1/24

Signed:



Aled Jones
Head of HR

Date:

29/1/24