

	Document No FEI.POL.1.9	Title Recruitment Policy	Author AJ	Approval 18/02/2025	Issue 2
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FEI Foods Limited 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 HR Director 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.
- **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.
- **Modern Slavery Considerations:** Modern slavery risks will be considered throughout the recruitment process and when engaging labour providers, agencies, and other recruitment partners, in accordance with our Modern Slavery Policy.
- **Responsible Recruitment:** We will conduct due diligence to ensure our direct and indirect recruitment processes comply with applicable legal requirements and the ETI Base Code. Recruitment activities will be transparent, including the use of labour providers and agencies, which will be subject to due diligence. We are committed to prohibiting any unlawful or unethical recruitment practices.
- **Recruitment Remediation:** Where recruitment-related non-conformances amounting to labour standards violations or human rights breaches are identified, FEI Foods Ltd will investigate the issue, implement corrective actions, and provide appropriate remediation to affected workers. Action plans will be monitored to completion and measures implemented to prevent recurrence.

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

Signed:



Lloyd Williams
Managing Director
Date: 16/06/2026

Signed:



Aled Jones
HR Director
Date: 16/06/2026