

Hilton Foods Equity, Diversity & Inclusion Policy

Policy Introduction

At Hilton Foods we are proud of the incredible people working across our international family of businesses. Each one of us is different, unique and truly individual. Our experiences, viewpoints and ways of thinking are not always the same and there is strength in being different. Through celebrating differences and ensuring there's a space at the table for everyone to be heard we can unlock new perspectives, creativity and innovation.

We are dedicated to developing a culture where everybody, no matter who they are, can feel they can be themselves at work and free from discrimination or barriers to success. We recognise that true inclusion requires more than just equal treatment. Our approach values the importance of equity to address the unique needs and challenges faced by individuals and acknowledge disadvantaged groups may require more support than others to level the playing field.

Our Equity, Diversity, and Inclusion (EDI) policy reflects our commitment to embracing diversity in all its forms, truly reflecting the communities in which we operate and ensuring equitable opportunities for our people in all aspects of employment.

Hilton Foods firmly stands against any form of discrimination in the workplace and will not tolerate the unlawful discrimination of individuals on the grounds of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, ethnicity, national origin, religion or belief, sex and sexual orientation; also referred to as 'Protected Characteristics'.

Policy Scope

This policy applies to all persons employed by Hilton Foods as well as third parties acting on Hilton Foods behalf such as agency workers, contractors and other service providers. This policy covers conduct during working hours as well as conduct outside of working hours (at work-associated events such as meetings, conferences and work-related social events, whether on company premises or off-site).

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Working Practices

Hilton Foods is dedicated to ensuring our working environment is one where all colleagues are treated with dignity, respect and feel valued. We commit to acknowledging and reviewing any possible indirectly discriminatory effect of our standard working practices.

We endeavour to, where it is reasonable, accommodate requests such as flexible working options and accessibility requirements. This includes both physical accessibility, as well as accessible communication and technology.

We encourage continuous improvement of the inclusivity of our standard working practices through two-way communication supported by mechanisms such as local employee forums and our global employee network focussed on inclusion topics.

Recruitment

Hilton Foods is committed to ensuring a fair, inclusive, and consistent approach to our recruitment and resourcing activities which enables us to attract and select the best talent.

All roles will be clearly defined to ensure that the purpose and requirements of the role and the role holder are fully understood, making sure that role descriptions only ask for requirements that are necessary for the effective performance of the job.

Where possible, we will look to appoint from within the Hilton Foods business to support the development and progression of members of the existing team. All vacancies will be published internally, unless there are exceptional circumstances.

When recruiting externally we will use diverse sourcing strategies to ensure broad talent pools which include individuals from a variety of backgrounds and wide-ranging experiences.

Candidates for employment or promotion will be assessed fairly and objectively against the requirements for the role.

Hilton Foods is dedicated to promoting equity and inclusion in our recruitment processes through taking account of any reasonable adjustments required to ensure that no candidate is disadvantaged due to a disability.

Learning and Development

At Hilton Foods we want to foster an inclusive learning culture where our people have opportunity to grow and develop their skills through fair and equitable access to training and development programmes.

Our learning and development framework demonstrates how we support our people during their career lifecycle and our approach to equity, diversity and inclusion has been built into this.

We will endeavour to ensure, where possible, the design and delivery of training programmes are inclusive, accessible and considerate of diverse learning styles and needs.

Capability and Succession

We understand that incorporating equity, diversity, and inclusion into succession planning is crucial for creating a strong and diverse leadership pipeline, alongside ensuring fair opportunities for our colleagues.

Our approach to reviewing capability and planning succession is based on a consistent set of criteria, including a leadership competency framework which is aligned to our strategy, values and principles. Conclusions regarding future potential stem from high quality, evidence-based conversations. This approach encourages healthy challenge and broad thinking.

Through these activities, we identify internal candidates who have potential for leadership roles within our businesses and, where appropriate, such candidates are nominated for inclusion in an accelerated development programme.

Our accelerated development programmes contain a module on inclusive leadership.

Pay and Benefits

At Hilton Foods we are dedicated to ensuring fair and transparent pay and an inclusive approach to benefits in order to support a diverse workforce.

Our decisions around reward will be made in line with relevant external market data and internal compensation criteria.

We continually review our pay and benefit procedures and practices to ensure that they continue to support our equity, diversity and inclusion commitments.

Behaviour and Definitions

Hilton Foods is committed to fostering a respectful and inclusive workplace where all our people are treated with dignity, feel valued and supported. We encourage colleagues to actively promote inclusivity in their daily interactions and all conduct must align to the Hilton Foods values and core behaviours.

We have a zero-tolerance for any form of discrimination, harassment and bullying within Hilton Foods. See definitions and examples below:

Discrimination:

Discrimination occurs when an employee or job applicant is treated unfairly or unequally based on certain personal attributes such as gender, age, race, national origin, disability, sexual orientation, religion, pregnancy or any other protected characteristic.

Harassment:

Harassment can be defined as unwelcome verbal, physical, or visual conduct that creates an intimidating, hostile, or offensive work environment for an individual based on gender, age, race, national origin, disability, sexual orientation, religion, or any other protected characteristic. Harassment can be a single incident or repeated behaviour.

Bullying:

Bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards the recipient (or a group), which are intended to intimidate, degrade, humiliate, undermine; or which create a risk to the health or safety of the individual.

Examples of Harassment and Bullying:

Sexual harassment:

Inappropriate comments, advances, or requests for sexual favours.

Unwanted physical contact:

Touching, grabbing, or any physical interaction that is unwelcome.

Verbal and non-verbal abuse:

Insults, derogatory comments, offensive jokes, shouting, swearing, inappropriate gestures or visual display of offensive material.

Work Interference and criticism:

Sabotaging someone's work, setting unrealistic deadlines, or withholding necessary information. Persistent criticism of work or personal characteristics without justification.

Social exclusion:

Deliberate exclusion from meetings, conversations, or social activities.

The examples stated in this policy are not an exhaustive list and Hilton Foods reserves the right to act against these and other inappropriate behaviours. Any incidents will be promptly investigated and addressed in line with local disciplinary procedures aligned to national employment laws.

Grievance

Hilton Foods is committed to ensuring our people are informed about how to raise a grievance and feel supported in doing so.

Grievances related to matters detailed in this policy should be raised in accordance with the local grievance procedures of the relevant Hilton Foods business, as these procedures align to national employment laws.

Colleagues who raise grievances in good faith will not face any form of retaliation. Any act of retaliation or victimisation of an individual as a result of raising a grievance is not tolerated and will be subject to disciplinary action.

Responsibility

All employees and third parties acting on Hilton Foods behalf, are responsible for supporting our commitment to equity, diversity and inclusion and preventing unlawful discrimination, harassment and bullying.

The Chief People and Culture Officer is responsible for the overall management and oversight of this policy. This includes ensuring the policy is up-to-date and compliant with relevant legislation.

SIGNED:



Jackie Lanham
Chief People and Culture Officer

DATE OF LAST REVIEW:

09 August 2024