



Building Our Community

Introduction

At United Biscuits ('UB') we know that we have a key role to play in developing our community both within our business and the wider world in which we operate. This policy sets our commitments and targets - if you require further information about getting involved in supporting these initiatives at your site you should contact a member of your site HR team.

This Policy details our goals and ambitions to:

- Build partnerships with schools, colleges and universities
- Help our employees fulfill their potential
- Support our local communities
- Improve the well-being of consumers and employees

'Building our Community' is the third part of our sustainability programme.

Financial sustainability

- We have delivered consistent growth in our revenue, profits and cash over recent years to demonstrate financial sustainability. Our accounts are published on our website, www.unitedbiscuits.com

Environmental sustainability

- At the beginning of 2008 we published details of our progress and targets to achieve environmental sustainability - <http://www.unitedbiscuits.com/our-world/productive-world/>

Community sustainability

- You will see over the following pages that we already carry out a lot of activities in this area but we are now setting out a more structured approach to ensure that the business plays a full role in our community.



Freedom Within A Framework

We are proud of the contributions that our employees have made to our local communities to date and we do not want to restrain that enthusiasm with unnecessary rules and restrictions. The new framework will therefore allow employees to decide how UB can best benefit local communities and the means of providing that support. For example, the new programme encourages those who want to raise funds for a project as well as those who want to donate their time.

We are strengthening relationships with schools, colleges and universities to share skills and knowledge throughout the education system. We will promote education to new employees and for existing employees who want to develop their skills within the business. We will even help employee family members choose careers or develop their skills.

The framework of goals is wide ranging and builds on much of what we already do. The programme includes the freedom to build on existing initiatives and make them even better as well launching new activities. We have also remembered that our sites must be enjoyable places to work. We will be encouraging more special events around our sites such as fun days for employees, their families and the communities around them.

UB is often the heart of the local communities where our sites are located. We want to make sure that heart beats even stronger!

Developing Skills and Abilities

Current Activities:

- Our support to local schools has varied on a site by site basis
- Many employees have children at local schools and have sought to support them through fund raising and the business has donated product for raffles and events
- UB is a lead supporter of the School Governors One Stop Shop organisation, which provides a pool of volunteers to act as school governors. We have had over 25 employees volunteering as school governors
- We are offering opportunities for school students choosing career options to spend a week in a number of our sites undertaking a work experience programme to get an understanding of what it is like to work in the food manufacturing industry.
- We are also supporting schools and teachers alike on biscuit design and technology

Goals:

- We will continue to support the UK Science National Curriculum modules on biscuit design and technology for 9/10-year-old children
- We will offer work experience opportunities in our sites to help teenagers choose careers and get work experience. Spaces are limited but priority will be given to family members of employees



- We will encourage more of our employees to volunteer as School Governors at schools and colleges Building Partnerships with Schools

Building Partnerships with Further Education

Current Activities & Goals:

- We offer work placement/experience opportunities in our sites to help further education students choose careers and earn money. Spaces are limited but priority will be given to family members of employees.
- We offer our business and technical expertise to colleges and universities
- We offer graduate placements to help UB prepare for our future, enable culture change as well as to build and develop new commercial knowledge through networking between universities, students and United Biscuits.

We believe strengthening links between UB and education bodies will help both parties. We are leaders in our field and can offer a range of different management and technical expertise. This can be used to mentor students as well as provide data and research facilities.

We want to help students to fulfill their potential and to develop the skills that we also need as a business.

Our employees will gain valuable experience acting as mentors, participating in research and advising colleges and universities. For older (18+) students in gap years or during the summer holidays there will also be a number of opportunities to work in our sites to earn an income and build work experience.

Building Partnerships with our Communities

Current activities:

In 2015, UB and its employees :

- donated over £101,000 through fundraising to local communities and charities
- £75,000 in GAYE donations
- donated about £65,000 worth of product to various causes
- 111 days leave was granted for employees to carry out community support work.



Goals:

- We will provide a day of additional paid leave to encourage employees to support the community. If an employee spends at least a day of their own time on community activities, UB will provide one additional day of leave for community support work
- We will support employee charitable fund raising activity by contributing 25% to the funds raised for any charity that is connected to well-being, e.g. health and humanitarian charities

As a business we are immensely proud of the enthusiasm and commitment of our employees. They help and organise a wide variety of projects and fund raising activities to support the communities around our sites as well as contributing to national and international charities.

UB wants to encourage the enthusiasm of our employees to support their chosen charities and community projects. The most successful activities are those that have a special significance to the people involved. We are therefore providing a framework of measures that will continue to give employees the choice of charity and also the choice of how they provide that support.

The above new measures help both employees who want to support charities through donations and also those who want to support them through providing their time.

We are confident that this will help our employees do even more for the schools and charities that they want to support.

Building Partnerships with Employees

Our employees are our most valuable asset. We want to continue to develop our existing employees and recruit employees from a wide range of backgrounds and encourage them to fulfil their potential.

Having attracted a wide range of employees we are committed to helping them maximise their abilities while they are working for the business.

Current Activities - Existing employees:

- We currently provide over 12,000 training sessions per year for employees to help them keep their skills up to date and work safely
- We already have three learning centres around our sites and have provided literacy and numeracy training to over 300 employees
- We currently support training for National Vocational Qualifications (NVQs)

Goals - Existing employees:

- We will partner with government agencies and ask for employee volunteers to provide literacy and numeracy training to employees and adult family members.
- We will work with Charities & Social Enterprises as part of our Leadership development work



- We will also actively promote NVQs to those that would benefit from these to help their career progression.
- We will pay 50% of course fees for pre-approved work related education on successful completion of study.

To remain competitive in a global economy it is essential that our workforce develop their skills and abilities to maximise productivity and protect jobs. We employ people with a wide variety of educational backgrounds and we aim to offer programmes that will meet all needs.

We already have three learning centres at sites in the UK, which have been set up working in partnership with the local union education teams. These have proved successful, and we want to extend these to other sites in conjunction with local union teams and government agencies.

For those that have difficulties with literacy or numeracy that are stopping them from fulfilling their potential in the business and the wider community, we will provide training and coaching to help them improve their skills. We will also actively promote NVQs to those that would benefit from this type of formal qualification to help their career progression.

Additionally we have a number of employees who are not native of the local country and they and their families are looking to improve their language skills. For security and safety reasons we cannot open our sites completely to the general public, but we want to make our learning centres available to all employees as well as adult members of their families.

We already provide a wide range of work related training and development such as health and safety, leadership, and management courses but we will now do even more. For those who want to do their own work related external courses we will fund 50% of pre-approved course costs on successful completion of the course.

Improving Health and Well-being

Occupational health specialists are ideally and uniquely placed to support and help people stay in work and live full and healthy lives. They play a key role in ensuring the health and well being of the working population by preventing work-related ill health and providing specialist rehabilitation advice. They provide independent, impartial advice to employers and employees on the effects of work on health and the effects of health on work.

Occupational Health Services:

- Help prevent work-related ill health
- Triage and face to face medical assessments to support all ill health issues
- Advise on fitness for work, workplace safety, the prevention of occupational injuries and disease
- Recommend appropriate adjustments in the workplace to help people stay in work



- Improve the attendance and performance of the workforce – for example by assisting in the management of sickness absence
- Provide rehabilitation to help people return to work, and give advice on alternative suitable work for people with health problems
- Promote health in the workplace and healthy lifestyles
- Recommend and implement appropriate policies to maintain a safe and healthy workplace
- Conduct research into work related health issues
- Ensure compliance with health and safety regulations including minimising and eliminating workplace hazards
- Offer fast tract Physio and in some cases counselling services to employees

Having Fun!

Current Activities:

- A number of our sites already host fun days and special events for their local communities and families of employees.

Goals:

- The business will support a range of inter-site sporting tournaments and encourage all sites to have fun days that employees, their families and the local community can enjoy.

We want our sites to be enjoyable places to work and that means making some time to have some fun too.

Existing fun days and site social events are popular with employees, their families and the local communities and we want to encourage more of them at all of our locations. As well as helping with team building within the business, these activities give an opportunity to families of employees and other local residents to get a better understanding of the type of business UB is and, through this programme, the type of business it wants to become.

UB Community Summary

- **Building partnerships with schools**
 - Offer opportunities to help choose careers and get work experience
 - Encourage employees to become school governors
- **Building partnerships with further education**
 - Increase research opportunities for under and post graduates in food science courses



- Offer work placement/experience opportunities in our sites to help choose careers
- Offer our business and technical expertise to colleges and universities
- **Building partnerships with communities**
 - Provide a day of additional paid leave to employees supporting community activities
 - Contributing 25% to the funds raised by employees for any 'well-being' charity
- **Building partnerships with employees**
 - Continue with our apprenticeship scheme
 - Partner with recruitment agencies to encourage temporary employees to take formal qualifications
 - Continue to recognise the value of diversity within its workforce
 - Partner with government agencies and unions to provide literacy and numeracy training to employees and adult family members
 - Actively promote NVQs to those who would benefit from these to help their career progression
 - Pay 50% of fees on successful completion of pre-approved work related study
- **Improving health and well-being**
 - Health, safety and welfare of employees and consumers remain a top priority
 - Continue our programme of improving the nutritional content of our products and providing nutritional information
 - Provide health assessments for employees and a programme to drive fitness and health
 - Support a range of inter-site sporting tournaments and fun days