



welcome

добре дошли
witamy
sveiki
laipni lūdzam
bem-vindo
bine ati venit



**FEEDBACK
& QUESTIONS**

If you have any comments, concerns, questions or suggestions, please don't hesitate to raise them with your Supervisor, Manager or the HR team.

For any updates to the booklet please scan the QR code below



introduction

THE COMPANY IS PLEASED TO WELCOME YOU TO THE TEAM AND HOPES THAT YOUR EMPLOYMENT WITH US WILL BE LONG AND SATISFYING.

This booklet is designed to provide you with the relevant information to help you settle into the business. All points will be discussed at your induction, please feel free to ask the induction facilitator for clarification on any points. You have commenced employment with one of the UK's leading beef and lamb producers, supplying to customers around the globe. Founded in 1976, Dunbia is a family business with down to earth values and the desire to create better food naturally is the driving force behind everything we do.

Dunbia is the supplier of choice to a range of leading supermarket, food service and restaurant businesses.



OUR MOST IMPORTANT ASSET IS YOU – OUR PEOPLE welcome to the team

The Company is dedicated to investing in future growth and recognise that our people enable us to maintain our market leading position.



SUPPLIED BY OVER
30,000
farmers



PROCESSING MORE THAN
3,500,000
Lamb / Per Annum



PROCESSING MORE THAN
1,000,000
Cattle / Per Annum



our mission & values



PROVIDING CONSISTENT
QUALITY MEAT PRODUCTS FROM
SUSTAINABLE SOURCE



WE ARE CUSTOMER-FOCUSED



WE ARE COMMITTED TO A
SUSTAINABLE SUPPLY BASE



WE RESPECT, EMPOWER AND
ENGAGE WITH OUR PEOPLE



WE ARE DEDICATED
TO EXCELLENCE AND
CONTINUOUS IMPROVEMENT



WE ACT RESPONSIBLY



DIGNITY AT WORK

Dunbia is very proud of its culturally diverse workforce. Please ensure that we treat each other with respect and dignity. Derogatory, aggressive and disrespectful behaviour will not be tolerated.



STRONGER TOGETHER

We need your help to reduce the exploitation of migrant workers by criminal gangs and abusive individuals. If you are a victim or suspect this behaviour report it to the Gangmasters and Labour Abuse Authority on 0800 432 0804.

KEY POINTS & GENERAL RULES

DRESSING FOR WORK

Working conditions differ depending on your work area / department.

- Retail and Boning Hall areas need to operate at colder temperatures so warm clothing and socks is recommended.
- Slaughter Hall areas are usually warmer temperatures which can increase during summer months, therefore, lighter clothing is advised

MEDICAL

It is important that you are registered with a doctor, please see below some examples available for GPs:

- Dr Herron & Partner – 028 8774 0049
- Campbell Surgery – 028 8772 2808
- Parkview Surgery – 028 8772 2019

Please see some details of hospitals nearby:

- South Tyrone Hospital – 028 8772 2821
- Craigavon Area Hospital – 028 3833 4444

ESTATE AGENTS

Here are some contact details for local letting agents who can help with finding accommodation:

- Maneely & Co Ltd – 028 8772 7799
- CPS – 028 8772 9188
- Tom Henry & Co – 028 8772 6992

CLOCKING PROCEDURE

Your fingerprint is taken at induction, you will use the fingerprint scanners to clock in, controlling the payment of your wages. You are required to use your fingerprint to clock in and out at the beginning and end of your shift and for breaks. If you forget to clock you must notify your Manager or Supervisor immediately.

PAYMENT OF WAGES

Monthly Salaried Employees – Payment is made on the 20th day of each month and paid by credit transfer directly into your bank account.

Hourly and Weekly Salaried Employees – Payment is made on the Friday of each week, paid 1 week in arrears by credit transfer directly into your bank account.

Agency Workers – Paid as per agency Terms and Conditions.

Pension – Statutory automatic enrolment provision is applied. Our pension provider is NEST, you will receive correspondence from them following the first 3 months of employment. If you wish to opt out of the contributory pension scheme you should liaise directly with the provider. NEST 028 7904 8519

ABSENCE NOTIFICATION PROCEDURE

Illness: If you have an ILLNESS, you must REPORT it before coming to work. It is an OFFENSE not to do so. Any employee suffering from vomiting and / or diarrhoea can only return to work when they have been free from symptoms for 48 HOURS.

Absence Reporting: You can report illness and unplanned absence by phoning the absence line present on your ID card. You must call the absence line 15 minutes before your start time every day you are off sick, unless covered by a doctor's note

Return to Work: When returning to work after an unplanned absence you must fill in a RETURN TO WORK DECLARATION BEFORE ENTERING THE PRODUCTION/ STORAGE AREAS.

DO NOT RETURN TO WORK IF YOU ARE FEELING SICK

HOLIDAY ENTITLEMENT

Your holiday entitlement is set out in your Statement of main Terms of Employment together with all the conditions which you must follow in taking any holiday.

It is important that you obtain approval before booking any holiday as the Company will not be responsible for the loss of any deposits or other incidentals which you may have incurred if the holiday is not subsequently approved.

FIRST AID AND ACCIDENTS

We have First Aiders on site. If you require attention advise management and a First Aider can be called. We also have Mental Health First Aiders on site.

It is your responsibility to report all accidents or near misses immediately to your Line manager.

Mandatory Personal Protective Equipment

- You will be supplied with PPE. You must wear this within production areas
- Eye protection and Ear protection is mandatory in some areas of production (Signage indicates the requirement)
- Safety footwear is mandatory in all production areas
- Relevant whites / snoods / hard hats are to be worn in production areas.
- Chainmail is mandatory if using knives

FIRE AND EMERGENCY EVACUATION

The fire alarm is usually tested on a Friday.

If the fire alarm goes off unannounced:

- Stop work
- Evacuate the building by going through the nearest fire exit.
- Go to the Fire Assembly Area.
- Do not return inside the building until given the all clear.

SITE RULES

- Food / Beverages are not permitted in production or storage areas.
- Mobile phones or any recording devices are not permitted in production or storage areas.
- No nut /peanuts or sesame permitted on site.
- Chewing gum / sweets are not permitted in production or storage areas.
- No spitting anywhere on company grounds
- No coins / wallets / plastics / metals permitted in production or storage areas.
- Jumping or climbing over / under turnstiles is not permitted
- No nail varnish / nail enhancements / perfumes / lotions to be worn in production areas
- No jewellery, except for a plain wedding band, is permitted
- All records and documents must be completed in clear and legible writing
- SMOKING IS ONLY PERMITTED IN DESIGNATED SMOKING HUTS LOCATED OUTSIDE EACH SITE





HANDWASHING

Hands must be washed:

- After using the toilet
- When entering and leaving production or storage areas.
- After changing a dressing or dealing with a sick person

Remember to wash hands or change disposable PPE:

- After smoking, blowing your nose, coughing or sneezing
- After picking up meat or equipment from the floor (as per dropped meat procedure)
- After handling refuse or when they are dirty
- After Handling external packaging

HAND WASH PROCEDURE

- 1
- 2
- 3a
- 3b



- 3c
- 3d
- 4
- 5



HAIRNET & SNOOD



- All operatives must wear a hairnet/ snood when working in the food production area.
- Hairnets/snoods can be collected from the laundry area
- The hairnet/snood must be the first item of PPE to be put on and the last item to be removed.
- **Hairnet/snood must be worn covering all hair and ears. Hair must not be sticking out.**
- If you have any facial hair growth (this includes 1 day stubble) a beard snood must be worn.
- **The beard snood must cover all facial hair and must not be stretched to sit under your chin.**

JEWELLERY

- No jewellery, except for a plain wedding band is allowed in production or storage areas. This includes smart watches and activity trackers.



➤ ALL EMPLOYEES ARE REQUIRED TO WEAR THE CORRECT COLOUR PPE DEPENDING ON THE PRODUCT THEY ARE USING, THIS MAY CHANGE DEPENDING ON SITE.

	GLOVE COLOUR		SLEEVE COLOUR		APRON COLOUR	
PORK	BLUE		BLUE		BLUE	
LAMB	GREEN		GREEN		GREEN	
BEEF	ORANGE	RED	ORANGE	RED	ORANGE	RED
ADDED VALUE	YELLOW		YELLOW		YELLOW	



THE BUTCHER GLOVES (FOR KNIFE HANDLERS) ARE ALL BLUE IN COLOUR. THIS APPLIES TO BOTH PRIMARY AND RETAIL SITES. IF NOT USING A KNIFE/ WEARING CHAINMAIL, CORRECT COLOUR CODED PPE MUST BE WORN.



➤ ALL EMPLOYEES WHO ENTER PRODUCTION AND STORAGE AREAS ARE RESPONSIBLE TO ENSURE THEY ARE WEARING THE FOLLOWING CLEAN & UNDAMAGED PPE:



DEPENDING ON YOUR JOB ROLE, YOU MAY BE REQUIRED TO WEAR CHAINMAIL AND A SPLASHPROOF APRON



LOCKERS & PPE STORAGE

- No food or drink to be stored in Lockers. These must be kept in lunch box rooms
- Personal medicines must be reported to HR and stored in locked lockers only
- Only locker keys are allowed in pockets, this is part of the Site PPE Policy
- Lockers can contain EITHER PPE (Boots and Hard Hat) OR Outdoor clothing – NEVER a mix of both.



ALLERGENS

Allergic reactions to nuts, peanuts and sesame seeds can be life threatening even when consumed in very small quantities therefore we have decided to put the following measures in place to minimise the risk of contamination of our products.

PRODUCTS CONTAINING NUTS, PEANUTS OR SESAME SEEDS ARE NOT PERMITTED ONSITE

- Nuts, peanuts and sesame seeds are not processed on site
- The canteen on site does not serve foods which contain nuts, peanuts or sesame seeds.
- It is the duty of all employees to ensure that they have checked the label of food they are taking on site to ensure they do not contain nuts, peanuts or sesame seeds.

The Retail Site produces products containing allergens. Training will be given to staff working in specific areas where allergens are handled as applicable for your job role.

Allergens which can be handled at the Retail site are:

CATEGORY 2 – MILK, MUSTARD, CELERY AND EGG
 CATEGORY 3 – GLUTEN, SOYA AND SULPHITES

Controls in Place to ensure no cross contamination from allergens include:

- Designated storage area / containers for ingredients
- Ingredient spillages cleaned immediately
- Colour coded PPE for staff handling added value products
- Scheduled production moving from products with least to most allergens
- In process wash downs and ATP testing where changeovers cannot be avoided.



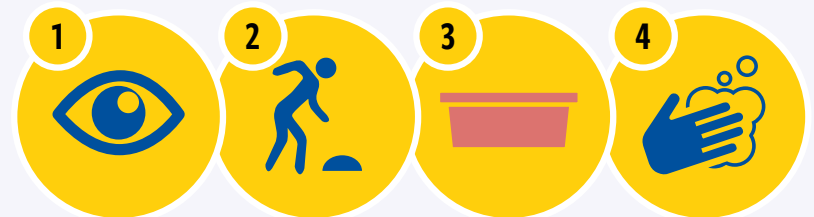
DROPPED MEAT PROCEDURE MUST BE FOLLOWED TO REDUCE THE RISK OF PRODUCTS BEING PACKED WITH ANY CONTAMINATION OR FOREIGN BODIES. PRODUCTS ARE THEN CHECKED BY SUPERVISOR OR MANAGER

SEE IT

PICK IT UP

PLACE IN DESIGNATED AREA

WASH HANDS



FOREIGN BODIES

- A Foreign Body is an object in/on the product that should not be there. These can cause severe injury if they contaminate products.
- We must take precautions and implement controls to minimize the risk of contamination.
- We all have a duty to provide safe products for all our customers.
- This includes preventing Foreign Bodies from happening, by reporting any damaged equipment or PPE to your supervisor.
- Please stay vigilant of any foreign bodies. If found, remove them from the product and report them to your supervisor for investigation



DUNBIA POLICIES

The policies for Dunbia can be found on the Canteen notice boards.

Policies Displayed include:

- FSQ – Site Quality Policy, Site Quality Objectives, Allergen Policy, Personal Hygiene Policy
- H&S – Health & Safety, Fire Safety, Wellbeing
- HR – Current Vacancies, upcoming events

You must make yourself familiar with each of these policies



FOOD SAFETY AND QUALITY

SAFETY FIRST ✓ QUALITY ALWAYS



FOOD SAFETY CULTURE

Dunbia is committed to the continuous improvement of the Site's Food Safety and Quality Culture.

We have a schedule of events and activities planned to improve the Food Safety and Quality Culture onsite. You can keep up to date with these events via the FSQ notice boards.

Food Safety is everyone's responsibility.

It is important to follow all Food Safety Rules to ensure the safety and quality of products

If you have any food safety issues / queries you can raise these to your Team Leader, Supervisor, Manager or a member of the Food Safety & Quality Team or scan the QR Code.

