



A two-way communication forum
that allows employees to have
their say in an open and honest
way, through a team of nominated
Your Voice Champion



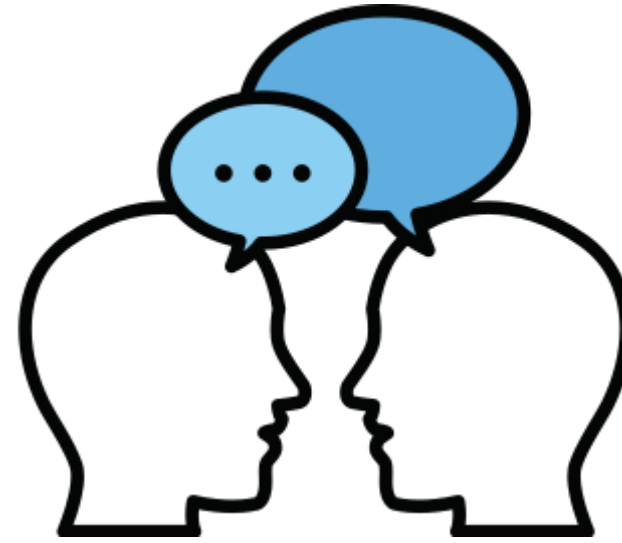
"If everyone is moving forward together, success takes care of itself.." Henry Ford

Why we need Your Voice Champions



INFORM

We are looking for employees to work as part of the 'Your Voice' Team to ensure you and your team feel sufficiently informed about workplace matters



CONSULT

To get feedback and share ideas on areas around colleague engagement, to help increase the understanding of what is, or isn't working. We believe having a team of nominated Your Voice Champions will help to champion this, and ensure employees always feel supported



COMMUNICATE

Through good two-way communication, this forum will help to build a stronger Hilton Foods community and better relationships, in turn having a positive impact on the overall employee experience. Mutual trust and respect are what makes Hilton Foods a great place to work

What the role involves

COMMUNICATING

Support communication by helping to keep your colleagues informed about business updates



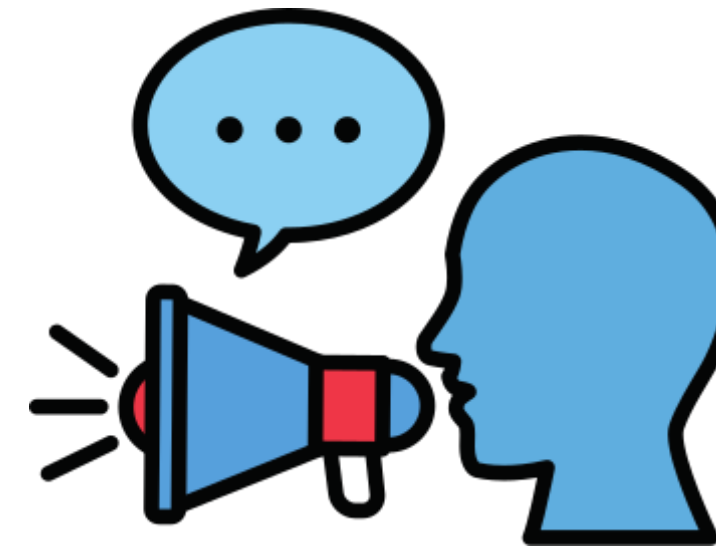
INFLUENCING

Get your colleagues involved by encouraging them to share their concerns, experiences and ideas on how we can make Hilton Foods UK a great place to work



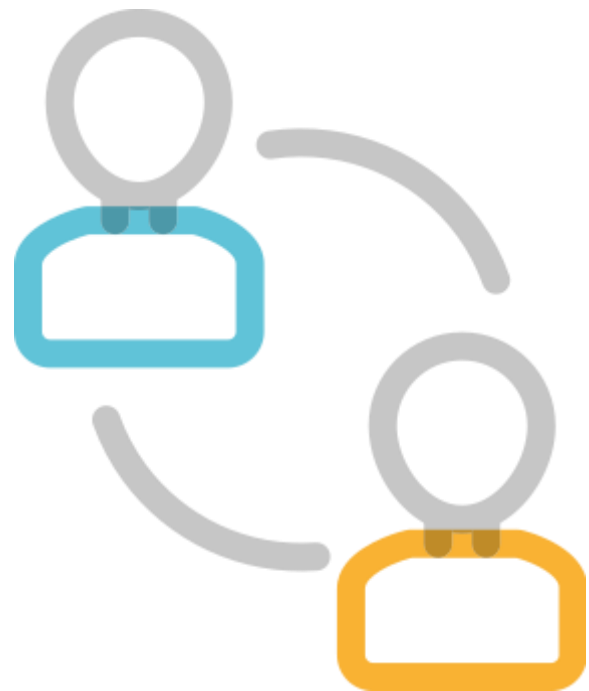
CONTRIBUTING

Get involved and contribute in meetings with the aim of keeping colleagues informed, involved, and raising any concerns they have voiced



LISTENING

This is about two-way communication so to act as the voice of your colleagues and communicating business information back, being an excellent listener is key to the success of this role



Traits of a successful Your Voice Champion

You must be;

- a team player
- able to work in a team or alone on specific projects
- an effective relationship builder
- a great listener
- an effective communicator
- confident among peers
- trust-worthy
- reliable
- have a positive, can-do attitude and a real willingness to get involved
- have a passion for making Hilton Foods UK a great place to work



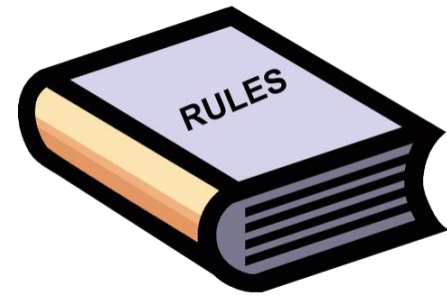
Why become a Your Voice Champion?

You will;

- trained and supported for the position
- become part of the wider Hilton Foods UK communications community
- develop your skills and confidence to become an even stronger communicator
- be more involved and help shape the future of Hilton Foods UK
- To help make a difference
- help continue to improve the way the business communicates
- have the opportunity to feed back on things that matter to you and our colleagues
- establish new connections within the group



How it works



CRITERIA

Permanently employed with a minimum of 1 year service and working in the area they wish to represent. Exclusions - those currently working their notice or under-going a disciplinary process



NOMINATIONS

Employees can nominate themselves and/or a colleague by completing a nomination form. The candidate with the most votes will become a 'Your Voice Champion'



MEETINGS

These will be every 2 months and chaired by Managing Director along with all the appointed Your Voice Champions. YVC's will be given time off from their normal duties to fulfill their role



RESPONSIBILITY

Agenda items for the Your Voice Champion meetings should be shared with People & Culture at least 5 days prior to the meeting. Minutes will be circulated

WHAT NEXT?



- Complete a nomination form by **XXXX**. Forms are available in the canteen and reception area
- Place in the 'Your Voice Team' Box located in **XXXXXX**
- Elected Your Voice Champions will be announced by **XXXXXXXXXX**
- Launch meeting will take place on **XXXXXXXX**



Your Voice Champion

Representative Nomination Form

I confirm that I have read the Your Voice Champion information booklet.

I wish to nominate the following as a Your Voice Champion (please choose one person to nominate. This could be you);

Name	
------	--

As nominee, the following area will be represented.

Unit A / Logistics		Unit E		QA	
Unit B		Unit F		Engineering	
Unit C		Night Shift		Offices	
Unit D		Hygiene			

Please ensure the person being nominated is a

- A permanent employee of the Company
- Has worked with the Company for one year or more
- Works in the area to be represented
- Not currently working serving a notice period

Signed _____ Date _____

Print Name _____

Note: Before completing this form please ensure that you have read and understood the Your Voice Champion information booklet, this can be obtained from the People & Culture Department.

Place your completed form in the Your Voice Team box located in XXXXX



Closing Date for Nominations is **XXXXXXXXXX**

RESULTS

Meet Your Employee's Representatives

List in order of appearance

Anna Wieloch
Unit C Employee Representative: anna.wieloch@hfgplc.com

Magdalena Terlecka
QA Employee Representative: magdalena.terlecka@hfgplc.com

Galina Bugajova
Unit E Employee Representative: galina.bugajova@hfgplc.com

Malgorzata Staszczyk
Office Representative: malgorzata.staszczyk@hfgplc.com

Rose Mulinga
NPD Employee Representative: liverose.mulinga@hfgplc.com

Jurgita Pinigiene
Unit B Employee Representative: jurgita.pinigiene@hfgplc.com

Mihai Onofrei
Night Production Employee Representative: mihai.onofrei@hfgplc.com

Jordan Pask
Engineering Representative: jordan.pask@hfgplc.com

Andrei Sdrobis
Unit G Employee Representative: andrei.sdrobis@hfgplc.com



Your Voice Committee

- ▶ Re-established just over 2 years ago
- ▶ Created to improve site communication, employee engagement and find solutions together
- ▶ Together we have:
 - ▶ Highlighted shortages in equipment and sourced solutions
 - ▶ Introduced a Speak Up Policy
 - ▶ Resolved various [house keeping](#) issues that were important to people (canteen, facilities, H&S)
 - ▶ Improved availability of products in the Company Shop
 - ▶ Introduced a Company Incentive Bonus scheme
- ▶ Looking forwards, we will be reviewing the areas covered to ensure all Department/Unit are represented and have opportunity to raise issues/concerns
- ▶ Minutes released on the app

Categories	Count of Category
Agency	2
Benefits	9
Benefits	1
Canteen	25
Communication	14
Equipment	15
Facilities	18
H&S	12
IT	2
Misc	2
Misc	9
Operations	5
Grand Total	114



YOUR VOICE COMMITTEE REPRESENTATIVE



Would you be interested in becoming a 'Your Voice Committee' representative? We are looking for nominations from all areas for representatives to join the committee. Together, we will work together improving communication, inform you of any changes, and allow you to feedback and share ideas or concerns you or your colleagues may have.

If you are interested in becoming a representative, or would like to nominate a colleague, please complete a nominations form. You can get this from Reception in Units E and C, the canteen, from your manager or directly from the People & Culture Department.

Nominations will close on the 27th April 2023



Meeting:	Your Voice Committee Meeting	
Date and Time:	24th June 2024, 4pm to 4pm	
Attendees:	Jonathan Reed, Rakesh Dasa, Cath Harwood, Chris Nugent, Tom Webb, Krzysztof Kowalski, Mihai Onofrei, Agata, Galina Bugajova, Alice Wright, Gosia Staszczyk, Jurgita Pinigiene	
Agenda:	<ul style="list-style-type: none"> Performance update (JR) Operations update (automation, JCN/OB) Quality Update (AG) H&S Update (JK) Car Park update (RD) Canteen quality update (RD) Actions log (RD) New actions (AB) 	
1.	<p>Performance Update</p> <p>HFGUK remain on track in terms of delivering this year's budget. This is important as this is what helps drive the share price and attracts investment. The higher the share price and more investment we achieve enables us to spend money on kit and expansion. H&S is in the process of being expanded and this will make HFG the biggest meat business in Ireland. Automation has been challenging but all units are busy. Volumes are good and sales are up. We are in negotiation with Tesco now for a long term deal. We would ideally like a 3-year deal. We will look at different incentive bonus targets and possibly a sliding scale. We will be selling seafood products in our shop and also extra from next week. These will be frozen products and pallets will be sold on site. We are working on price. Everything will have a label, but it will be a generic label and all allergens listed on the label.</p>	<p>20</p>
2.	<p>Automation and Improvements</p> <p>The Operational Incentive Bonus has 3 KPI's plus individual attendance and the key is to hit the plan. Quarter 1 is already booked, but we are missing on plan attainment this quarter and there are 2 weeks left. As it stands the Ops Incentive Bonus will not pay this quarter. We have had quality challenges from our customer. Over the last 4 weeks we have been receiving negative feedback from the Senior Tesco Team around our poor quality in store. To improve quality we have: Put Visual Standards up (on steak lines) and Process Confirmation Checks from Line Leader to MCD. Our trainers have focused on Quality Training in the Factory. Agreed a minimum number of permanent staff per line. Delivered toolbox talks to the steak lines and increased SFA Checks. We are moving the lab from where it is to a portacabin, which will create 16-18 more pallet spaces. Automation in Unit C - all T lines have end of line robots installed. New checkweigher and metal detector on L24 & L25. Still to install digi checkweighers and metal detectors on L26 & L27 and H&S both stage 2. Unit D & E robots and restackers installed on many lines. Still need to commission the robot on L28 and 3 total arm cleaners that require refitting. Also need training of vision machines for Visc hall detection. Monday and digi are on site. There are still issues on the RTC lines but it is improving and we need more OCH. Asset care is biggest challenge on nights. Engineers do not have training on nights. Will arrange a meeting and work through organised handover and train people. So, when the night team back along the engineers are prepared. Two experienced engineers leave in July.</p>	<p>CHTB</p>

3.	<p>Quality Update</p> <p>We have had some issues with quality, and we want to continue to improve. Everyone is responsible for the quality of our products and please raise if you think there is something wrong so we can react on this straight away and before the product leaves site. We have implemented some changes to ensure we are continuing to improve and monitor this. We have conducted training and have targeted specific product training daily. We have simplified processes at the start and end of lines. We have 2 experienced packers on the line and are working on sorting the training in all languages. We have advertised for some people to work with us to translate and have appointed some people but we need some more. There is a person who is a spotter on each line with a minimum of one check with the line leader.</p>	<p>AG</p>
4.	<p>Health & Safety: Injury Rate</p> <p>We are going in the right direction and have had less incidents and less reportable (RIDDOR) on site which is good as in comparison to all Hilton sites we are one of the biggest sites and employ more people and have more production lines. The hot spots were in Unit D & C, but this is improving. With regards to hazards 602 have been reported, and 340 have been closed off and fed back. We ran a stress awareness campaign w/c 05/05/2023, and will present back when the results have been collected. We had just under 100 anonymous responses. We ran a healthy eating campaign, 10/06/2024 - we had free fruit for employees, we made a visual guide showing which drinks had how much sugar. We need to look at making healthier choices cheaper. Look at a smoothie machine. Will invite Occupational Health back to do checks on people as they went such as blood sugar testing, blood pressure and cholesterol.</p>	<p>KE</p>
5.	<p>Car Park Update</p> <p>This is ongoing but the barrier system in Unit D has been a great success. Employees need to register their cars to obtain a new permit. Security will be doing checks from this week. 70% of the workforce have registered their car. Next task is to look at who hasn't got a car registered and check if they drive or come in to work another way. P & C will continue to monitor. Check back at number plate recognition in the future.</p>	<p>RD</p>
6.	<p>Canteen Quality Update</p> <p>We have put QR codes on the canteen tables where you can feedback on the quality of the food, cleanliness and whether correct PPE are being used. You can also feedback on the app or come into the P & C Office. In April there were 86 responses. The quality of the food was rated as 3.74 out of 5. We should agree a target of where we want this to be and keep inviting the canteen staff to Your Voice meetings. Majority of the food is not 60% stated it doesn't have a good choice but on special weeks the variety is better.</p>	<p>RD</p>
7.	<p>New Actions on H&S</p>	<p>AG</p>
8.	<p>Actions from H&S</p>	<p>AG</p>

What we have done

You said

- You didn't feel like there were sanitary product available in women's toilets
- Bike shelter not secured
- Additional coffee machine in Unit C
- Too few microwaves
- Language barrier
- P&C more visible
- Unsatisfactory Canteen service

We did

- We got sanitary product machines installed in every toilet – available free of charge to address menstruation poverty issue and provide equal opportunities
- Bike shelter provided with secure locks
- Coffee machine installed
- More microwaves provided
- Recruiting Internal Translators
- P&C Support Desk in the Factory
- QR codes displayed on each table to ensure regular feedback is shared with Kitchen Staff



What we have done

You said

- Unsatisfactory Canteen service

We did

- QR codes displayed on each table to ensure regular feedback is shared with Kitchen Staff and measured through data

