

Recruitment and Retention Policy

This Policy and Procedure relates to all recruitment and retention decisions and should be followed when a post is to be filled, both internally and externally.

This policy and procedure set out Tomato Plant Limited approach to recruitment and retention, ensuring recruitment across the Company is undertaken in a fair and consistent manner.

The Company recognises that its staff are fundamental to its success. The recruitment decision is of prime importance to obtain the best possible person-to-job fit, which will contribute to the Company's ongoing successes.

The process is not just about the Company identifying suitable employees for the future, it is also about candidates finding out more about our business and considering whether the organisation is one they would like to work for. With that in mind, the experience of candidates (both successful and unsuccessful) at each stage of the recruitment process will impact on their view of our organisation.

The retention process is set out to ensure all employees are well looked after and supported during their time with the Company. Company culture, vision and values and benefits are highly promoted and driven. The Company encourages further development and supports employees looking for further progression. This policy ensures that our Recruitment and Retention Procedure will:

- Be fair and consistent.
- Be non-discriminatory.
- Conform to all statutory regulations and agreed best practice.
- Retain employees recruited.

The following procedure should be followed when a post is to be filled. The Responsible Person, with the help of the Managing Director, must:

Define the Role

Existing post

Job Descriptions, Person Specifications and Core Competencies should be reviewed to ensure that they are still current.

New role

Job Descriptions, Person Specifications and Core Competencies should be created. Salary and benefits should be reviewed in both instances to ensure that they remain competitive.

Advertise the Role

Discuss with the Responsible Person the most effective means of obtaining suitable, permanent candidates. As a matter of course, all jobs will be advertised in the following places to enable external candidates to apply:

- Internally, using noticeboards.

Further options for external candidates can include:

- CVs held departmentally from a previous recruitment process, less than 6 months ago.
- Print media such as local, national or trade press.
- Web based advertising, such as Job Boards and LinkedIn.
- Agencies – specialist and general, from the agreed HR Preferred Supplier List.
- Apprenticeship schemes, when applicable.

Create the advert

Using the form at the end of this document, advise the Responsible Person of the role to be advertised and where the advert should be posted. All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications and to attract new talent.

The Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary, however at its simplest, this will involve an interview and possible skills testing.

Shortlisting

At least two people should be involved in the shortlisting process and sit on the interview panel. Application forms and/or CV's received by the closing date will be at first screened by the Responsible Person, then passed onto the Managing Director for shortlisting. Applicants must be chosen against the Person Specification and Job Description. All shortlisted applications and CV's must be returned to the Responsible Person who will invite the candidates for interview and make the necessary housekeeping arrangements for the interview. Candidates who have not been shortlisted will be informed in writing or by email.

Interview

The appointing Manager will decide on the interview format and who will sit on the interview panel, using the interview questions template as a guideline. They will also decide if the process will be to appoint after one or two interviews, plus potential telephone interview as a first stage.

The Responsible Person will ensure that each member of the interview panel will have the CV or application form for each candidate. If any pre-employment checks are to be done, these will be undertaken by the Administrative Staff. It is the responsibility of the

Responsible Person to ensure the confidentiality and safe return of all documentation to the Managing Director.

During the interview

The Responsible Person will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on any grounds. Any notes taken during the interview, should be kept with the application form or CV and returned to the Managing Director at the end of the process. If there is likely to be a second interview, the candidate should be informed during the first interview. A key part of the interview is to promote the Company, vision and values. Inform all candidates of the training provided by the Company and development opportunities, as well as the benefit package.

Post interview

When all candidates have been interviewed, the appointing Manager, with the help of the HR Department will decide who the most suitable person for the role is. This decision should always be made in a fair and consistent manner.

Notifying Candidates

All candidates should be notified of the outcome of the interviews as soon as possible after the interview date.

Unsuccessful candidates

It may be appropriate for the interviewing Manager to notify the unsuccessful candidates by telephone, giving interview feedback if requested. It can also be useful as the interviewee may in return offer feedback at this point. This unsuccessful outcome may be confirmed in writing.

Successful candidates

All successful candidates should be notified by telephone, confirming a start date, location, reporting Manager and salary. If using an Agency, it is more appropriate to notify the candidate via the Agency. Confirmation of the offer will be sent out in writing.

Related Documents and Forms

Once the successful candidate has been confirmed, the Responsible Person should pass all interview paperwork and starter information onto the Managing Director. The minimum requirement should include name and address of candidate, job title, start date, location, salary and Line Manager. The Responsible Person will send out all relevant paperwork.

This will include, but is not Limited to:

- Offer Letter.
- Contract of employment.

- Driving license check form.
- Employee details form.
- Equal opportunities form.
- Reference request form.
- Drug and alcohol code of practice.
- Drug and alcohol policy and acceptance form.
- Health and safety policy.

All paperwork should be returned in the pre-paid envelope to the Responsible Person at Head Office, prior to the employee start date, or at the latest on their first day of employment.

The Responsible Person will take out all reference requests and send off the pre-employment medical questionnaire. All completed driving license check driver forms will be passed onto the Responsible Person. Once the paperwork has been signed and returned, an employee file will be set up and the new employee's details entered onto the payroll system.

Opportunities to develop further skills and obtain qualifications are available. The company offers employees CPC training for HGV drivers and upskilling licenses to a higher category if required. All vacancies are advertised internally to enable current employees to apply to ensure that everyone has a fair chance and to ensure everyone is treated fairly.

As Managing Director of Tomato Plant Limited, I sign below to endorse and approve this policy:

A handwritten signature in black ink, appearing to be "CF", written over a faint circular stamp.

**Chris Ford,
Managing Director, 8th January 2026**