

## Recommend a Friend Scheme Policy

### Introduction

As a valued employee to the company, we recognise that you are best placed to recommend friends and colleagues who might be interested in exploring the attractive career opportunities within the Industry.

The "Recommend a Friend" scheme is designed to utilise your knowledge and personal contacts network, in return for a £75 bonus if the referral successfully completes their 3 month probationary period and a further £75 if the referral successfully completes 6 months service with the company.

To ensure that you are rewarded accordingly, please ensure you read and follow the points below;

- a one off reward payment of £75 to the existing employee (subject to deductions for tax and NI) for a referral of a new recruit who joins the Company with required experience and skills necessary for the position;
- the reward payment to the existing employee will be made once the new recruit has successfully completed their 3 month probationary period;
- a second one off reward payment of £75 to the existing employee (subject to deductions for tax and NI) once the new recruit has successfully completed 6 months service;
- to be eligible for reward payment the candidate must state the name of the existing employee to the recruiter at the interview stage and the Recruiter will log it onto the Retention log;
- only one existing employee may be named on the Retention log;
- Company retains the right to decide after interview, and work trial where applicable, whether or not applicant is suitable for the position applied for;
- all applicants will be treated in the same way, whether they have been referred or not;
- offer of employment will be made only where there is a genuine need within business;
- should a new recruit prove to be unsuitable during the first 3 months of employment then reward payment will be withheld;
- Company will retain the right to decide on suitability of the new recruit at all times;
- Should the existing employee leave the Company before the new recruit completes their first 3 months of continuous employment then the reward payment will be withheld;
- there will be no limit on the amount of referrals that may be made by existing employees;
- The HR department will keep a record of all potential reward payments due and payment will be made in the following pay period after the completed probationary date.
- If the reward payment has not been received, then the existing employee will have up to 3 months from the completed probationary period to inform the HR department in order for the payment to be backdated;

The above scheme was implemented from 1st November 2011 and will be used in conjunction with existing methods of recruitment as part of the recruitment strategy. In the event of any dispute arising in relation to the above scheme, the Company's decision will be final and binding.

The Company reserves the right to withdraw the scheme at any time, should this be the case then any reward payments pending will be honoured subject to, and under the above terms.

### Policy Review

This policy was last reviewed and agreed by the Board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO  
January 2024