

# ERP (Employee Referral Program) Policy

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<u>Policy version:</u>	<u>Effective Date:</u>
Version 1.1	10 <sup>th</sup> December 2024

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## OBJECTIVE:

To state the procedures and guidelines for rewarding those employees of the Organization who help, identify and attract suitable and competent talent in order to meet our resource requirements.

## ELIGIBILITY:

All current employees of Crestech Software Systems Pvt. Ltd who are on rolls of the company are covered under this policy.

## EXEMPTIONS:

### Following employees are not eligible to get benefit under ERP policy:

- ✚ Members of the Senior Management Team – including Group Managers and BU Heads.
- ✚ Members of the Human Resources Department.
- ✚ Anyone else who is involved in the recruitment process.

## PROCEDURE:

- ✚ Employee may refer individuals who fit in the specifications given in job descriptions for vacant positions which Human Resources posts from time to time. In case the resume is already available in the data bank, the referral will not be considered under ERP policy.
- ✚ The employee's role will be limited to the submission of the resume of the candidate. After this the regular process of short listing and interviews will be applied to the referrals also.
- ✚ The employee making the referral will not in any way be involved with the interview or salary fixation of the candidate.
- ✚ Selection to the referred by any employee would be made only after going through the selection process, as per recruitment procedures.
- ✚ No specific canvassing will be allowed in case of a referred candidate by both the employee who referred him and the HR.
- ✚ Below is the referral amount categorized by designation.

Designation	Amount
Test Engineer/Senior Test Engineer	15000
Associate Test Lead/ Test Lead	20000
Associate Project Manager/ Project Manager	30000

## PARAMETERS:

The Referral money will be paid to the referrer along with the Salary payout of that particular Month wherein the referred candidate completes his/her **three months** with the Organization.

**TERMS & CONDITIONS:**

- ✚ The referral money will be given only if the newly recruit completes the above mentioned time period with the organization.
- ✚ Referrer will not be eligible to get any referral amount in case the referred candidate is being hired as a Contractual employee.
- ✚ Both referrer and the referred person shall be active employee and on the rolls of the organization at the time of the maturity of referral payout.

**NOTE:**

- ✚ Referral amount and eligibility factors are subject to change based on the profile and the business requirement of the Organization.
- ✚ The Organization shall not enter into any debate with an employee who has unsuccessfully referred a personal contact. In case if any dispute arises, the decision of the Head of Human Resources shall be considered final.
- ✚ All recommendations made by employees must come from their personal contacts / connections and not through any recruitment agency.

**Disclaimer:**

Crestech Software Systems Pvt. Ltd. reserves the right in its absolute discretion to abolish the Policy at any time or to alter the terms and conditions. Such discretion may be exercised any time before; during or after the Policy year is completed.