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**EMPLOYEE REFERRAL POLICY**

**DOCUMENT DETAILS**

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| --- | --- |
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| **Document Approved by** | Prosenjit Das |
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**CHANGE RECORD**

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| 2. | 7th Feb, 2018 | Policy Update | 1.1 | Snigdha Joglekar | Gaurav Singh |
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| 5 | 11th Jan, 2024 | Policy Modified | 1.4 | Juhi Dewre | Kiran Satpute |

**Review:** This document shall be reviewed once a year or at the time of any major change in the existing environment affecting policies and procedures, whichever is earlier.

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# Purpose

A company’s greatest advocate is its employees, and we place great importance on referrals because we trust our employees know what’s best for our company.

We at Parkar believe that diversity in the workplace inspires employees to perform to their highest ability. We, therefore, encourage candidates not only from various backgrounds, skills, cultures but also, encourage referrals of women candidates to expand our gender diversity quotient at Parkar.

# Guidelines

**India guidelines**

* The hiring of a referred associate must occur within six months of the initial referral date.
* In case 2 or associates refer to the same candidate, the first associate to refer will be eligible for the referral bonus provided the referee is shortlisted.
* All referrals will be evaluated as per Parkar’s evaluation process.
* Once a referral is hired and completes 90 calendar days of service, the referee will receive the referral bonus along with that month’s salary, provided the referee and the referral are effectively employed (on rolls) at Parkar, on the date of disbursement.
* The policy is applicable only when candidates are hired for a permanent position excluding GTE’s. Associates in Level 9 and above and HR team members at Parkar would not be eligible to participate in the program; however, they may refer candidates for vacant positions. Associates can refer candidates who have worked with Parkar in the past; provided there is a minimum gap of 12 months from the date of separation for the rehire cases, else the associate will not qualify for the referral amount.
* The associate who refers the candidate would not be allowed to be a part of the interview / selection process

The following is the referral bonus:

**India Hiring**

|  |  |  |
| --- | --- | --- |
| **LEVEL** | **MALE** | **FEMALE** |
| **L9, L10, L11** | INR 60,000 | INR 65,000 |
| **L7, L8** | INR 50,000 | INR 55,000 |
| **L3, L4, L5, L6** | INR 40,000 | INR 45,000 |
| **L1, L2** | INR 30,000 | INR 35,000 |

\*The Referral Bonus is subject to tax deduction as per the income tax rules.

**Onshore Guidelines**

* An onshore referral bonus is applicable for W2/FTE’s hiring only.
* The hiring of a referred associate must occur within six months of the initial referral date.
* In case 2 or associates refer to the same candidate, the first associate to refer will be eligible for the referral bonus provided the referee is shortlisted.
* All referrals will be evaluated as per Parkar’s evaluation process.
* Once a referral is hired and completes 90 calendar days of service, the referee will receive the referral bonus along with that month’s salary, provided the referee and the referral are effectively employed (on rolls) at Parkar, on the date of disbursement.
* Associates in Level 9 and above and HR team members at Parkar would not be eligible to participate in the program; however, they may refer candidates for vacant positions.
* The associate who refers to the candidate would not be allowed to be a part of the interview / selection process.

The following is the referral bonus:

**Onshore Hiring**

|  |  |
| --- | --- |
| Up to Project Manager/ Architect | USD 500 |
| Above Project Manager / Architect | USD 1000 |

\*The Referral Bonus is subject to tax deduction as per the income tax rules.

# Process

* India Talent Acquisition team (TA) / US India Talent Acquisition team will publish the list of open positions once in every month and on need basis.
* The associate can send an email to the email id mentioned in the communication.
* The TA SPOC will check the CV and provide feedback to the associate.

# Escalation Matrix

|  |  |
| --- | --- |
| Level 1 | TA SPOC |
| Level 2 | TA Manager |
| Level 3 | HR Head |

# Violation of Policy

All associates are obligated to report violations of this policy to [hrops@Parkar.digital](mailto:hrops@parkar.digital) immediately.

The HR Head and Finance Head must approve any exceptions to this policy in advance.

# Document Owner and Approval

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff in a secured centralized location with appropriate access control.