

## **EMPLOYEE REFERRAL POLICY**

<b>Effective Date:</b>	<b>1<sup>st</sup> September 2025</b>
<b>Number of Pages:</b>	<b>2 (Two)</b>
<b>Originating Department:</b>	<b>Human Resources</b>

<b>Objective</b>	To state the procedures and guidelines for rewarding those employees of TransBnk, who help identify and attract suitable and competent talent in order to meet our resource requirements at an optimum cost.
<b>Eligibility</b>	All current full-time employees on the rolls of TransBnk, including trainees on rolls of the Company are covered under this policy.
<b>Exemptions</b>	<p>The following are ineligible to benefit from the policy.</p> <ul style="list-style-type: none"> <li>● Department heads</li> <li>● Employees at or above Senior Manager Level.</li> <li>● Members of the Human Resources Department.</li> <li>● Anyone else who is involved in the recruitment and selection process</li> </ul>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. Any employee may refer individuals who fit the specifications given in job descriptions for vacant positions which HR Team posts from time to time.</li> <li>2. In case the resume is already available in the database, the referral will not be recognized.</li> <li>3. The referring employee must fill the <a href="#">Employee Referral Google Form</a> to submit all required details about the candidate.</li> <li>4. The employee's involvement is limited only to the submission of the resume and will not in any way be influential in the interview or compensation finalization of the candidate.</li> <li>5. The referred candidate will undergo the regular recruitment procedure as per the norms and selection will be considered only if met with the requirements of the existing vacant position.</li> <li>6. There will be no specific canvassing of a referred candidate by the referring employee.</li> <li>7. Referral will not be applicable for candidates who have attended interviews with the company in the previous six months.</li> <li>8. If duplicate referrals occur, the first referral received (based on the date of submission of resume to HR) will be eligible for payment.</li> <li>9. If one employee refers three or more candidates in one year and if all three are selected, join the organization and get confirmed, such employee will be eligible for an additional bonus of Rs. 20,000/-.</li> </ol> <p><b><i>The Referral fee is paid along with the salary after the successful completion of the referred candidate's 6-month anniversary with the Company.</i></b></p>

<b>Parameters</b>	<p>The following is the referral fee applicable under this policy :</p> <table border="1" data-bbox="362 233 1448 503"> <thead> <tr> <th data-bbox="362 233 871 309">Grade</th><th data-bbox="871 233 1157 309">Male Candidate</th><th data-bbox="1157 233 1448 309">Female Candidate</th></tr> </thead> <tbody> <tr> <td data-bbox="362 309 871 386">Associate Director and Above</td><td data-bbox="871 309 1157 386">25000</td><td data-bbox="1157 309 1448 386">30000</td></tr> <tr> <td data-bbox="362 386 871 462">Lead/Manager - Senior Manager</td><td data-bbox="871 386 1157 462">15000</td><td data-bbox="1157 386 1448 462">20000</td></tr> <tr> <td data-bbox="362 462 871 516">Executive to Assistant Manager</td><td data-bbox="871 462 1157 516">10000</td><td data-bbox="1157 462 1448 516">15000</td></tr> </tbody> </table>			Grade	Male Candidate	Female Candidate	Associate Director and Above	25000	30000	Lead/Manager - Senior Manager	15000	20000	Executive to Assistant Manager	10000	15000
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<b>Terms &amp; Conditions</b> <p>The fee will be given only if the newly recruited completes the above-mentioned time period with the organization.</p>															
<b>Note</b>	<ul style="list-style-type: none"> <li>The Management reserves the right to change the policies at any time without prior notice. In the event of changes, the new policy clauses will be communicated to the employees.</li> <li>TransBnk will not enter into any debate with an employee who has unsuccessfully referred a personal contact.</li> <li>In the event of any dispute, the decision of the CHRO shall be final.</li> <li>All recommendations made by employees must come from their personal contact / connections and not through any recruitment agency.</li> </ul>														

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