

## **Policy on Employee Referral/ Employee Referral Scheme:**

### **1. Objective**

To reward employees who help identify and attract talent in order to meet the resource requirements of the organization.

### **2. Eligibility**

All employees (Permanent/ On-roll, On-Contract OR On-stipend) of Highbar Technocrat are eligible to refer candidates for selection in the company under this policy.

However, this policy does not apply to the following categories of employees:

- A. Employees in the HR function
- B. Employees in Band VII and above
- C. Employee(s) to whom the vacant position reports and their immediate superior(s)

#### **NOTE:**

- A. There shall be no limit in terms of minimum or maximum numbers of Referrals by any employee
- B. There shall be no limit/ capping on the total reward amount for any employee. An employee shall be eligible for the full rewards amounts as mentioned in this policy for all the successful referrals.
- C. This policy shall be applicable to all Highbar employees (On-roll/ Permanent/ On-contract/ On-stipend) equally (except for the excluded employees as mentioned above)
- D. This policy is not applicable for the candidates being hired as Trainees on-stipend basis. However, these employees shall be covered by this Policy if they refer any candidate who gets selected and join the company.

### **3. Reward**

- 3.1 In case of selection of a candidate referred by an employee, the concerned employee will be eligible for the following reward:

Reward Amount (in Rs.) if the referred candidate is selected:

BAND	Reward Amount for
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	Successful Referral
Band - IX (A, B, C)	45,000/-
Band - VII & VIII	40,000/-
Band - V & VI	35,000/-
Band - III & IV	30,000/-
Band - I & II	25,000/-
MT, Freshers	15,000/-

**\* NOTE:** The Reward is applicable only if the Candidate is hired on Highbar Rolls and not on CONTRACTUAL basis

3.2 On selection of a referred candidate under the scheme, the employee who has referred the candidate will be eligible for Bonus amount as follows:

BAND	After 1 month from Joining	After 6 months from Joining
Band - IX (A, B, C)	15,000/-	30,000/-
Band - VII & VIII	10,000/-	30,000/-
Band - V & VI	10,000/-	25,000/-
Band - III & IV	8,000/-	22,000/-
Band - I & II	5,000/-	20,000/-
MT, Freshers	5,000/-	10,000/-

**NOTE (IMPORTANT POINTS):**

- The bonus amount shall be applicable and payable **ONLY IF** the referred candidate and referring employee both are “FULLY ACTIVE” (that is “Not Resigned” / “Not on Notice Period”) with the company at the time of duration mentioned in the above eligibility table
- If either the referred candidate or the referee resigns (or absconds) within 1 month of joining (that is before the 1<sup>st</sup> month’s bonus pay-out), then no bonus shall be paid

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- C. If either the referred candidate or the referee resigns (or absconds) after 1 month but before completion of 6 months (that is before the 6<sup>th</sup> month's bonus pay out), only the 1<sup>st</sup> month amount shall be paid. The 2<sup>nd</sup> amount shall stand void
- D. In case, the referring candidate is on contractual rolls and his/ her contract expires after the completion of the 1<sup>st</sup> or the 6<sup>th</sup> month of the referred candidate's joining (and doesn't get renewed), then also he/ she will be eligible for the respective Bonus amount
- E. In case, the referring candidate is on contractual rolls and his/ her contract expires before the completion of the 1<sup>st</sup> or the 6<sup>th</sup> month of the referred candidate's joining, then he/ she will be NOT be eligible for the respective Bonus amount
- F. The Referral Bonus shall be paid directly to the Contractual employees against voucher and shall be subjected to the Income Tax as applicable
- G. If the referring employee is On-stipend Trainee with the company, then also, he/ she will be covered by this policy with the same eligibility and the payment of the reward amount shall be done directly to these candidates against voucher
- H. The On-stipend Trainee shall be eligible for the reward amount ONLY IF he/ she is "ACTIVE" at the time when the reward amount become due for him/ her. If his/ her "Training Duration" finishes before the payment become due, then he/ she will not be eligible for this amount under the scheme. For Example: If an On-stipend trainee refers a candidate for a Permanent Position, then after 1 month of the referred candidate's joining he/ she will be eligible for the reward amount as per this scheme. However, if his/ her "Training Duration" get over before the referred candidate completes "6 months" of "Active" service with the company then the referring trainee shall not be eligible for the second instalment of the reward amount that become payable only after the completion of the 6<sup>th</sup> month of "ACTIVE" service of the referred candidate.
- I. The Reward amount pay-out shall be done in the 2<sup>nd</sup> and 7<sup>th</sup> Month from the referred candidate's joining (in case of Permanent Position) and in 3<sup>rd</sup> Month (in case of the Contractual Positions).
- J. If either the referred candidate or the referring candidate resigns (put down papers) or absconds or the contract term gets over (in case of On-contract or On-stipend employees) before the reward pay-out duration as mentioned above under "Point I"; then in such a case, the referring employee shall not be eligible for the Reward Amount

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K. In a scenario, where the referred candidate is terminated (“Asked to go” case), no referral award shall be paid to the referring employees

3.3 CVs forwarded against notified vacancies, if selected within 6 months of forwarding such CV, the employee referring the CV will be eligible for the reward subject to the conditions mentioned in 3.2.

3.4 The reward amount under the scheme will be subject to taxation in the hands of the employee.

### 3.5 Hiring On-Contractual Basis

If the referred candidate is being hired on-contractual basis, the reward shall be as follows:

On-contract Hiring	After 2 months from Joining
All On-contractual positions	5,000/-

All contractual hirings shall have a standard Reward amount of Rs. 5,000/- only payable after successful completion of 2 months from the date of Joining.

#### NOTE:

A. The bonus amount shall be applicable and payable ONLY IF the referred candidate and referring employee are “FULLY ACTIVE” (that is “Not Resigned” / “Not on Notice Period”) with the company at the time of duration mentioned in the above eligibility table

B. If either the referred candidate or the referee resigns (or absconds) within or by 2 months of joining (that is before the 2<sup>nd</sup> months’ bonus pay-out), then no bonus shall be paid

C. In a scenario, where the referred candidate is terminated (“Asked to go” case), no referral award shall be paid to the referring employees

D. If the contractual position is for less than or equals 2 months, then that position shall not be considered under this scheme

### 3.6 Payment of the Reward/ Referral Bonus

The reward amount shall be processed in the payroll cycle following the completion of the “Mandatory Tenure” (1 Month/ 2 Months/ 6 Month - as

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mentioned under 3.2 & 3.5) for the eligibility of the bonus and shall be paid along with the salary for the month only.

There shall be no interim payments for the referral amounts.

#### **4. Procedure**

- 4.1 Employee may refer individuals who fit the job specifications of the notified vacant positions, which the Human Resources Department may post from time to time.

The vacant positions will be notified by Human Resource Department through company website, company LinkedIn page or via email notification to all employees.

While referring a candidate against these positions, the employee should send the referred bio-data to the e-mail ID [referral@highbartech.com](mailto:referral@highbartech.com) with copy to any of the HR team members in the email with the vacant position mentioned in the subject line.

In the event an employee is referring different candidates for different positions, separate e-mails need to be sent with vacant position mentioned in the subject line.

However, the employee forwarding multiple CVs for one position can send the same mentioning the position name. If same position is notified for different location, the employee needs to forward separate e-mails for each location.

The employees also can refer a CV against a non - notified position to the aforesaid email ID. However, in such cases the subject line of the e-mail should contain the words "CV against non-notified positions - <Module Name>".

If the CV is considered suitable for a future vacancy within 6 months from the time it was referred, the referring employee shall be appropriately notified and rewarded.

CVs not received in the designated E-mail ID will not be considered as a referral under the Scheme.

##### **4.1.1 Referring an Ex-employee:**

An employee may refer an ex-employee for re-employment in the Company provided more than 2 years have elapsed between the separation of the ex-employee from the Company and the date of such reference.

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**NOTE:**

Resumes of those working on outsourced rolls or any other agency staff directly associated with the operations of the company at the time of forwarding the CV, will not be considered as a referral under this scheme.

- 4.2 In case the resume forwarded by the employee is already available with the HR department, the employee referring the candidate will be informed before the candidate is called for an interview and the resume will not be considered as referral of that employee.
- 4.3 The employee's role will be limited to submission of the resume of the candidate, after which the candidate would go through the normal selection process.
- 4.4 The employee who has referred the candidate will not be involved in the interview or any decision pertaining to the recruitment of the referred candidate.
- 4.5 The employee who has referred any candidate is not allowed to do any kind of follow-up on the development of status of the referred candidate with the HR Department.
- 4.6 The employee who has referred any candidate is STRICTLY not allowed to try to influence the selection of the referred candidate with the HR Department or the concerned interview panel.
- 4.7 In case of any query regarding the referred candidate, the referring employee has to give the complete information as per his knowledge and maintain complete transparency about his feedback with the HR Department.
- 4.8 In case a candidate referred by an employee is selected, the payment under this scheme will be made to the concerned employee subject to terms and conditions specified under the points 3.2 & 3.5 of this policy

**5. General**

- 5.1 Any misuse of the policy is liable for strict disciplinary action.
- 5.2 Any exception to the above policy will need to be approved by the CEO in writing
- 5.3 Both the on-roll and contract employees are covered under this scheme

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- 5.4 Separate reward schemes are in place for On-roll hiring (Point 3.2) and Contractual hiring (Point 3.5)
- 5.5 No reward is applicable in case the referred candidate is hired on-stipend
- 5.6 Referrals can be made for both “Notified” and “Non-notified” positions as per the procedure mentioned under 4.1
- 5.7 Mentioning the “Module” of the referred CV on the subject-line of the email is MUST
- 5.8 The referring employee shall not try to influence the selection process of the candidate
- 5.9 Upon “Successful” selection and subsequent joining of the referred candidate, the referring employee shall be notified by the HR Department through e-mail
- 5.10 There shall be no communication about the status of the referred candidate from the referring employee to the HR Department or the Interview Panel unless HR Department approaches the referring employee with any query about the candidate
- 5.11 In case of a query raised by the HR Department, the referring employee shall provide the accurate and complete information with best of his/ her knowledge and shall maintain complete transparency
- 5.12 All communication regarding the recruitment process shall happen through the HR Department ONLY. Even the Interviewing Panel or the Selection Panel shall not make any direct communication with the referring employee without the knowledge or intimation to HR
- 5.13 Any employee trying to discourage the referred candidate for any reasons (*viz. the candidate already existing in HR database OR the CV is received from any*

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*other source prior to receiving it from the said employee, which disqualifies his/ her eligibility for the Referral Bonus/ Reward) shall be liable to strict disciplinary action that may result in his/ her termination as well.*

- 5.14 In case of any dispute, the decision of the Management shall be the FINAL and BINDING
- 5.15 This policy shall supersede all other document / policies/ letters on this topic existing prior to this release
- 5.16 This policy/ scheme shall be in effect from 1<sup>st</sup> January, 2019 onwards till further revisions/ notification.

**NOTE:**

THIS POLICY SHALL BE EFFECTIVE FROM 1<sup>ST</sup> JANUARY, 2019 AND SHALL BE APPLICABLE TO ALL EXISTING CASES WITHOUT EXCEPTION.

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**End of Document**

**For HIGHBAR TECHNOCRAT LTD.**



**Arijit Dey**

**HR - Head**

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