

## **MPOnline Employee Referral Policy**

**Version 2.3  
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## Document Release History

Version No.	Release Date	Prepared By	Reviewed By	Approved By	Reason For This Release
2.0	08/06/2015	Darshana Sharma	Manukrati Misra	Satnam Singh Sethi	Reward employees for referring qualified candidates who subsequently are hired

## Revision History

Revision Version No.	Policy effective date	Revision/ Review Date	Revision Description	Rationale for change	Change type(add/modify/delete)	Policy revision/document revision	Approved By
2.1	21/9/2016	21/9/2016	COO got change	Change in Leadership	Modify	Document	Najmur Rahman
2.2	11/4/2017	11/4/2107	COO got change	Change in Leadership	Modify	Document	Rajeev Sisaudia
2.3	02/22/2022	02/22/2022	COO got change	Change in Leadership	Modify	Document	Arun Panchal

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## Document Release Notice

This is a controlled document, and will be termed as “MPOnline Employee Referral Policy – Version2.3”. Unauthorized access, copying and replication are prohibited. This document must not be copied in whole or in parts without the written authorization of COO of MPOnline.

This document is released for use in MPOnline, with effect from June 8<sup>th</sup>, 2015 and is subject to review as and when the need is felt to update the same. Any updates / review in this document will essentially be routed and communicated through the COO, MPOnline, or any other Official authorized by him in writing for doing so.

The policies stated in this handbook are subject to change at any time at the sole discretion of the Company management. From time to time, you may receive updated information regarding any changes in policy.

There are specific procedures for employee referrals stated in the handbook. Please direct any questions to your Manager, Department head, or to Human Resources.

**Arun Panchal**  
**Chief Operating Officer**  
**MPOnline Limited**

## **Introduction**

In a competitive environment where talented profiles are required, there is a need for innovative strategies to attract such profiles. As a part comprehensive recruitment strategy, MPOnline encourages its own employees to refer potential candidates for open recruitments.

## **Purpose**

The purpose of the Employee Referral Policy is to reward employees for referring qualified candidates who subsequently are hired on MPOnline payroll only. MPOnline provides the referring employee a cash bonus for each successful referral made, in accordance with the provisions stated in policy.

## **Applicability**

This is applicable to all employees of MPOnline Limited.

Note: Employees in Higher management(M2 & M1) and Human Resource function can refer but are not eligible for the reward bonus defined under the policy

## **Implementation Date**

This policy will be applicable with effect from 8th June 2015.

## **Definition**

### **Referrer**

MPOOnline associate referring the potential candidate.

### **Referral**

The candidate being referred

### **Referral Bonus**

The payment made to the referrer by way of reward.

## **Process**

A Referrer may refer individuals who fit the specifications given in job descriptions for the vacancies posted on the Portal. In case the resume exists in the data bank, the referral process will be terminated.

The Referrer'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.

The referral 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.

There should be no specific canvassing in case of a referral by either Referrer or HR.

All referrals joining MPOnline will undergo the mandatory background verification process. If the verification report is negative, no referral bonus is payable, and any amount processed in such a case, will be recovered.

A referred candidate if selected in the Company, results in the employee being eligible for a Referral Bonus of **Rs. 1000/- per referral**.

***The Referral bonus is paid along with the salary after the successful completion of the referral's 6-month anniversary with the Company.***

***Note:*** Any Income-Tax applicable as per IT laws will be deducted at source



## **Employee Referral Form**

Employee Referral form to be filled and submitted to the HR Dept. along with the Resume,

Name of the Referral : \_\_\_\_\_

Position Applied For : \_\_\_\_\_

Referral's Address : \_\_\_\_\_

\_\_\_\_\_ Pin: \_\_\_\_\_

Contact No : Land line: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email ID : \_\_\_\_\_

Current Organization, if any : \_\_\_\_\_

Current Designation, if any : \_\_\_\_\_

Total Experience : \_\_\_\_\_

### **Referrer Information**

Name & Emp Id : \_\_\_\_\_

Designation : \_\_\_\_\_

Email ID : \_\_\_\_\_

Signature with Date

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