

## Employee Referral Policy V2

# REFERRAL POLICY

Our Employee Referral Program Policy explains important aspects of our employee referral procedures. We place great importance on referrals because we trust our employees know what's best for our Organisation. We want to make this process as smooth as possible for our employees and those who they refer.

### Eligibility:

This Employee Referral Program Policy applies to everyone who refers a candidate to our Organisation.

### What is an Employee Referral Bonus?

Our Organisation will give out rewards to every referrer. If you know someone who you think would be a good fit for a position in our organisation, feel free to refer them to HR Head. If we end up hiring your referred candidate, you are eligible for referral bonus.

### We have three conditions for candidates who can qualify you for our rewards. They should:

- Have not applied to our Organisation for at least a year.
- Be hired as permanent full-time employees (not as temporary employees or contractual).
- A mail of resume should be sent by referrer to HR.

### How the Referral Program Works:

1. Identify Potential Candidates: Think about your professional network—friends, family, former colleagues, and acquaintances—who would be a good match for our open positions.
2. Submit Your Referral: Share the candidate's resume and any relevant information with the HR department by emailing [HR email address] or through our online referral portal [link to referral portal, if applicable].
3. Consent and Approval: The ERM Team will evaluate the necessity and need for the required position. Upon their approval, the HR Team will proceed with the hiring process in accordance with the referral policy.
4. Follow Up: The HR team will review the referral and contact the candidate if they meet the job requirements. We will keep you informed about the status of your referral throughout the process.

### Additional rules for rewards:

- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- If two or more employees refer the same candidate, only the first referrer will receive their referral rewards.
- Referrers are still eligible for rewards even if a candidate is hired later or gets hired for another position.
- An internal vacancy must be available at that time.
- After the completion of the probation period of the employee, the referral amount will be paid on the 20<sup>th</sup> of the following Month.
- After the Completion of Probation period of the employee, the referral amount of the employee will be Paid in the next month's salary.
- Both the existing employee and the referred candidate should be on the payroll of the organisation and must be active employees of the Organisation to take the benefit of employee referral bonus programme.

**Employee\_Referral\_Policy V2**

**NOTE- If Any Employee is on the Notice Period, then He/she is not considered as the Active Employee.**

**PAYOUT CRITERIA**

**If any Employee refers a Candidate, then He/she gets a referral amount three times According to the below mentioned conditions.**

- **1<sup>st</sup> Payout After the completion of the Probation Period of the Refer Candidate.**
- **2<sup>nd</sup> Payout After the Completion of the 12 Months.**
- **3<sup>rd</sup> Payout only if Referral Employee gets promotion to the next slab from his/her existing slab within a Year.**

**Note- (90 days for the referred candidate, applicable only for Marketing Partner or International HIP referrals.) All HIP Counsellor Recruitment should be considered.**

*J. Prakash*  
12. Dec. 24

## Employee\_Referral\_Policy V2

PAYOUT CRITERIA TABLE				
Criteria	Position	After Completion of Probation Period	After 12 Months of Employer	ONLY IF THE EMPLOYEE PROMOTES TO THE NEXT SLAB
<b>SLAB-1</b>	Intern/Trainee/Jr. Executive	Rs.2,500	CAT A– Rs.4,000 CAT B – Rs.3,000	Rs.1,000
<b>SLAB-2</b>	Executive/Senior Executive	Rs.3,500	Rs.4,000	Rs.1,500
<b>SLAB-3</b>	Assistant Manager/Team Leader	Rs.5,000	Rs.7,500	Rs.2,000
<b>SLAB-4</b>	Deputy Manager/Manager	Rs.7,500	Rs.10,000	Rs.2,500
<b>SLAB-5</b>	Senior Manager/Department Head	Rs.10,000	Rs.12,500	

**CATEGORY A** – If the referred Candidate scored more than 85% or 8.95 CGPA in 12<sup>th</sup>, Graduation & Post Graduation in his/her Academic Qualification then he/she will be considered in the Category A.

**CATEGORY B** – If the Candidate have scored below 85% in his/her Academic Qualification then he/she will be considered in the Category B.

**NOTE-** If Any Employee Refers a candidate for a counsellor or CRM Department, So According to the above-mentioned payout Criteria the referral amount will be increased by Rs.500 in after the completion of the probation period and Rs.1,000 in after the completion of 12 Months of the employer.

#### EXAMPLE -1

Suppose if Any Employee refers a candidate in PH. D Department, then the Employee gets the referral Amount according to the below given table: -

APL\_HR\_P\_27\_V2

 Applicable from 1<sup>st</sup> December 2024



Employee Referral Policy V2

DEPARTMENT	AFTER PROBATION PERIOD	AFTER 12 MONTHS
Ass. Manager In PhD	Rs.5,000	Rs.7,500

**EXAMPLE- 2**

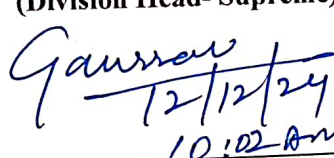
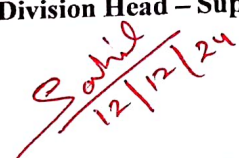
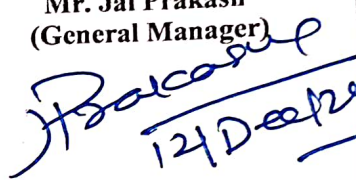
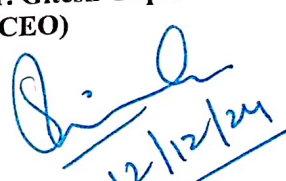
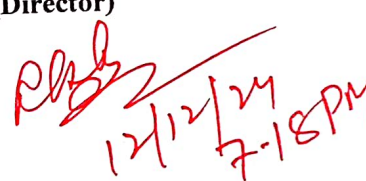
If Any Employee refers a candidate in Counsellor or CRM department then the Employee gets the referral Amount According to the below given Table: -

DEPARTMENT	AFTER PROBATION PERIOD	AFTER 12 MONTHS
Ass. Manager In Counsellor or CRM	Rs.5,000 + Rs.500 = Rs.5,500	Rs.7,500 + Rs.1,000 = Rs.8,500

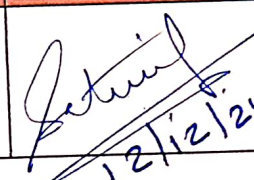
Revision of the policy

The Organisation reserves the right to revise, modify any or all clauses of this policy depending upon demand of business.

**Approving Authorities Section**

<b>Mr. Gaurav Jassal</b> (Division Head- Supreme)  12/12/24 10:02 AM	<b>Mr. Sahil Chopra</b> (Division Head – Support)  12/12/24	<b>Mr. Jai Prakash</b> (General Manager)  12/12/24
<b>Mr. Gitesh Gupta</b> (CEO)  12/12/24		<b>Mr. R. K. Gupta</b> (Director)  12/12/24 7:18 PM

**Acknowledgement Section**

S. No.	Name	Designation	Department	Signature
1.	Satvik Sachar	HR Head	Human Resource	 12/12/24

**Employee Referral Policy V2**

2.	Harsh Sharma	Manager	Training & Quality	<i>Harsh Sharma</i> 12/12/2024
3.	Varunesh Shukla	Team Leader	Audit	<i>Varunesh</i> 12-12-2024
4.	Shashank Jain	Team Leader	Audit	<i>Shashank</i> 12/12/24
5.	Divya Narang	Sr. Executive	HR-ERM	
6.	Priyanka	Sr. Executive	HR-ERM	<i>Priyanka</i> 12/12/24
7.	Chetna	Sr. Executive	HR-ERM	
8.	Ritisha Shukla	Sr. Executive	HR-Payroll	<i>Ritisha</i> 12/12/24
9.	Sahil Saggi	Executive	HR-Payroll	<i>Sahil</i> 12/12/24
10.	Piyush Solanki	Executive	HR-Payroll	<i>Piyush</i> 12/12/24
11.	Muskan Yadav	Executive	Protocol Unit	<i>Muskan</i> 12/12/24