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Employee Referral Incentives Program/Scheme/Policy

Effective Date: 01.11.2023

Physique 57 India

# Overview

At Physique 57, we value the contributions of our employees in helping us grow and succeed as a fitness and wellness organization. We believe that our employees are our best brand ambassadors, and we encourage them to refer qualified candidates to join our team. To show our appreciation, we have established an Employee Referral Program.

# Referral Process

To refer a candidate, an employee must:

1. Submit the candidate's resume and contact information to the HR Department through email [recruiting@physique57india.com](mailto:recruiting@physique57india.com).
2. The HR Department will review the candidate's qualifications and determine if they are a suitable fit for the open position.
3. If the referred candidate is hired and successfully completes the probationary period, the referring employee will receive the referral bonus as per the terms mentioned in the policy.

# Eligibility

# All regular, full-time, contract, part-time, and temporary employees of Physique 57 are eligible to participate in the Employee Referral Program.

* HR and recruitment team members who are directly involved in the hiring process, including screening and interviewing candidates, are usually excluded from the program to avoid conflicts of interest. Managers hiring for their own team are not eligible for the Employee Referral Program.
* Senior management is not eligible for the referral program.
* Employees may not be eligible for a referral bonus if the referred candidate has a prior or existing affiliation with the company or if they were already in the recruitment process before the referral was made.
* Employees who are currently under a probationary period themselves are not eligible to participate in the program until they have successfully completed their own probation.

**Referral Amount**

As a token of our gratitude, we offer a referral amount of INR 5,000 to employees who successfully refer a candidate who is subsequently hired by Physique 57. This amount will be paid in two installments:

## INR 2,500 upon the referred candidate's successful joining at Physique 57

## INR 2,500 upon the referred candidate's successful confirmation following a probationary period

**Referral Bonus Payment**

All regular, full-time, contract, part-time, and temporary employees of Physique 57 are eligible to participate in the Employee Referral Program.

I. The INR 2,500 payment upon joining will be processed in the employee's next payroll cycle following the referred candidate's successful joining.

II. The remaining INR 2,500 payment upon confirmation will be processed in the employee's next payroll cycle following the completion of the referred candidate's probationary period and confirmation.

**Tax Deductions**

Please note that all referral bonus payments are subject to applicable taxes and deductions as per the prevailing tax laws. Employees are responsible for any taxes incurred due to their referral bonus.

**Confidentiality**

Employees must respect the privacy and confidentiality of all candidates they refer. Any misuse of candidate information will result in disqualification from the Employee Referral Program.

**Changes and Termination**

Physique 57 reserves the right to amend, modify, or terminate the Employee Referral Program at any time without prior notice. Any referrals made before the program's termination date will be eligible for the referral bonus as per the terms mentioned in this policy.

**Contact**

For any questions or concerns regarding the Employee Referral Program, employees may contact the HR Department at [recruiting@physique57india.com](mailto:recruiting@physique57india.com).

We encourage all employees to participate in our Employee Referral Program and help us bring exceptional talent to Physique 57. Your support is vital in building our success, and we look forward to your valuable referrals.