



THINKNYX TECHNOLOGIES LLP

HR Operations & Guidelines

Employee Referral Policy - 2022

Document Revision History:

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1. Introduction

1.1. Purpose:

Thinknyx Technologies constantly seeks motivated and professional people as our growth and expansion creates new job openings. Hiring a candidate who is known to our employees before-hand reduces the chances of recruitment error being committed as well as helps in filling up vacancies faster.

To motivate and reward employees to bring in the experienced and quality resource, the scheme of Employee Referral Bonus has been formulated

1.2. Scope/ Eligibility:

All employees except employees from Human Resources Department & those at Manager and above level are covered under the scheme.

2. Policy / Process

2.1. Entry Criteria:

| | |
|--------------------------|---|
| Joining of the candidate | In order to process the referral bonus, it is required that the referred candidate gets selected and joins the organization |
|--------------------------|---|

2.2. Policy:

The policy details of the scheme are as under:

1. Employees may submit their recommendations to the Human Resource Department, by submitting the resume of the candidate at divya.vohra@thinknyx.com. The employee must assess the interest of the candidate for working at Thinknyx and mention the constraints, if any.

While sending referral the following additional “do’s and don’ts” must be followed:

a) Do’s

- a. Mention Name- Exp. and Skill in the subject line itself
- b. Mention how you know the referral – qualify it with a brief on how the referral will be a ‘good hire’ for our organization

b) Don’ts

- a. Don’t mark a copy to the Managers/Referrals/Entire HR team
 - b. Don’t follow-up for immediate response as the Short-listing takes time
 - c. Do not forward the rejected/not-shortlisted referrals again within the span of 3 months for similar skills.
2. Candidates with minimum one or more years of relevant work experience can only be referred.
 3. An employee would not be entitled to referral bonus under the scheme for referring candidates as given below.
 - a. One whose resume has already been forwarded by a recruiting agency or some other referrer.

- b. Recommendations for direct relation (siblings and spouse)
 - c. Referrals from Managers
 - d. Verification / certification by Human Resources Department will be final in this regard.
 - e. The reference will be treated as valid for three months from the date of reference. Head – HR & Operations would approve any exceptions to this rule.
4. Only first recommendation received for the referred candidate would be considered.
 5. An employee can refer any number of candidates who meet the company as well as job's requirements.
 6. The recommendation must be submitted to Human Resources Department prior to test or interview.
 7. When the referred candidate is not selected / shortlisted for employment, details concerning the decision will be treated under strict confidence and will not be discussed with the referring individual
 8. Conflict of interest will be taken into consideration

2.3. Referral Bonus:

1. The amount of bonus under the scheme is INR 10,000/- per successful referral of candidate. The Referral amount will be payable on the completion of 3 months of joining with the organization.
2. Employee would be communicated about the status of the candidate after completion of the selection process.
3. The referral bonus amount will be paid to the referrer along with the salary of the month in which the referred candidate completes the specified tenure in point 1 above, the calculation will be based on the payroll cycle. For example, if the referred candidate is completing the required days of tenure with the organization on 21st November, 2022 then the amount of referral bonus will be paid out in the salary of December 2022, as the payroll cycle runs from 20th to 20th of each month.
4. It is mandatory that both referrer and referral are employed with the organization on the date of bonus disbursement. However, if the referral is serving his/her notice period at the time of completion of required tenure days with organization then the referrer would not be eligible for the referral bonus.
5. Any tax liability arising out of payment of Bonus under this scheme will be borne by the concerned employee.

2.4. Responsibility:

Human Resources Department would be responsible for verifying the effectiveness of the process and its revision whenever required.

3. Disclaimer

Company's Absolute Right to Alter or Abolish the Process

Thinknyx Technologies reserves the right in its absolute discretion to abolish the policy at any time or to alter the terms and conditions. Such discretion may be exercised any time, before; during or after the policy year is completed.