

EMPLOYEE REFERRAL PROGRAM POLICY



EMPLOYEE REFERRAL PROGRAM POLICY

Our [Employee Referral Program Policy](#) explains important aspects of our employee referral procedures. We place great importance on referrals because we trust our team as they know what’s best for our organization. We want to make this process as smooth as possible for every member and those who they refer to

SCOPE:

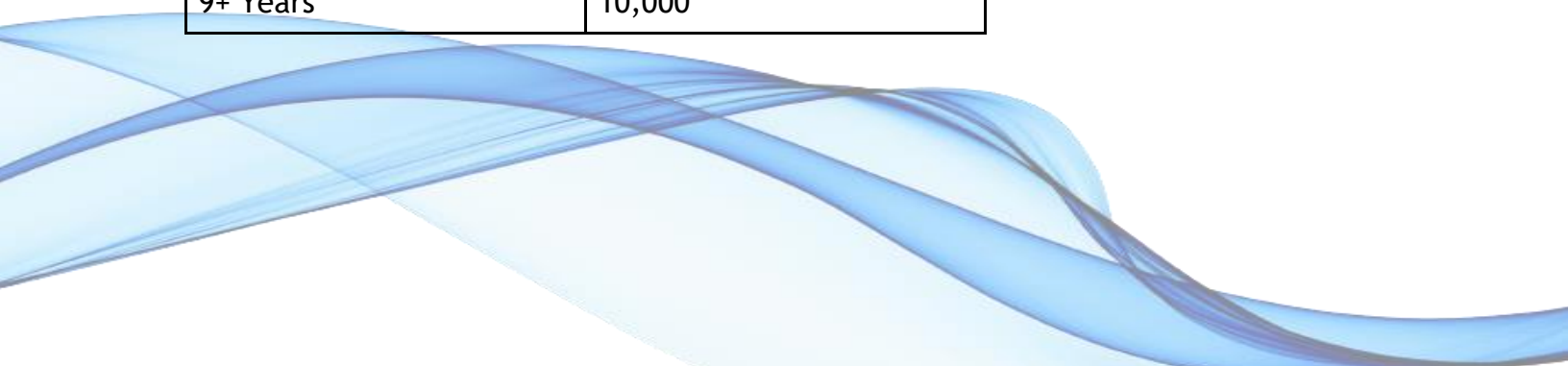
This Employee Referral Program Policy applies to everyone who refers any talented and passionate candidate to our organization.

POLICY ELEMENTS: EMPLOYEE REFERRAL BONUS

The organization will give out a bonus to every referrer. If you know someone who you think would be a good fit for our company, feel free to refer to them. If we end up hiring your referred candidate, you are eligible for referral bonus.

OUR EMPLOYEE REFERRAL BONUS ELIGIBILITY: IF YOU REFER:

Experience	Referral Bonus Eligibility:
1 to 3 years	No Bonus
3 to 5 Years	2,000
5 to 9 Years	5,000
9+ Years	10,000



ADDITIONAL CONDITION FOR REWARDS:



- Bonus will be paid out once the preferred candidate completes 3 months with the organization.
- There is no cap on the number of referrals an employee can make. Every single hire will make you eligible and all bonuses will be paid accordingly.
- If two or more employees refer to the same candidate, only the first referrer will receive their bonus rewards.

WHO CAN PARTICIPATE IN THE EMPLOYEE REFERRAL PROGRAM?

All employees are eligible to participate in our referral program except for:

- Recruiters and hiring managers/BU Heads for positions for which they're hiring.
- Neither the referrer or the referee should be serving notice period.
- Only permanent employees of Appinventiv will be eligible for referral amounts.

Note that hiring managers can't refer anyone for a position for which they are directly or indirectly responsible. But, they can refer someone for a position that's in a different department, office or function. This exception doesn't apply to executives and senior management.

WHO CAN BE REFERRED TO?

We have two conditions for candidates who can qualify you for our Referral Bonus.



- They should not have applied to our company for at least 6 Month.
- Be hired as permanent /full time employees only (not as temporary employees,consultants or contractors.)

HOW TO REFER?

Log in to HRMS Dashboard with your credentials:

You may click on Refer a friend tab then Job Openings and as per open positions share details.

<https://dashboard.appinventiv.com/admin/dashboard>

Generally, we encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

Please contact HR for more information.

We may change our referral bonus program over time to add more interesting incentives. We also reserve the right to abolish certain bonuses if they prove ineffective or inefficient. We'll communicate any change clearly and timely.

We'd like to remind all our members that we are an equal opportunity employer and do not discriminate against protected characteristics. Our referred candidates may take precedence in the hiring process. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.

