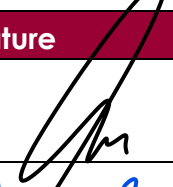

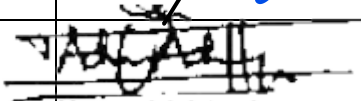


EMPLOYMENT REFERRAL POLICY

Reviews & Approvals

This Employment Referral Policy document has been reviewed and approved by the undersigned:

Designation	Signature	Date
Chairman, SATH		15/7/2022
Group Executive Director		14th July 2022
Group Head, Human Resources		13th July 2022

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1.0. INTRODUCTION

The Signal Alliance technology Holding ("SATH" or "the Company") Referral Scheme is based on the premise that our own employees understand the SATH business and can recommend best fit potential employees easily.

Our employees are expected to play their role as ambassadors of SATH or its subsidiary companies. This is a crucial role as it significantly steps up our ability to attract the right talent as well as support and resource our talent pipeline. The Employment Referral policy seeks to reward employees for referring candidates who are hired for employment within SATH or any of its subsidiaries.

2.0. POLICY PURPOSE

The purpose of this policy is:

- a) To create another avenue for strengthening the talent pipeline.
- b) To build a database of best fit employees
- c) Increase speed of hiring by reducing the time that our recruitment team spend trying to sell the position to a new candidate
- d) Motivate employee as it recognizes and rewards contribution in attracting new staff to SATH.

3.0. SCOPE

This policy applies to all full-time employees who refer experienced hire candidate to SATH or any of its subsidiary companies. The scheme is applicable to "full time positions" only. Full time positions shall mean roles where the potential new employee has a non-terminal contract of employment and will enjoy all the benefits of a full-time employee.

4.0. Related Documents

- a) The Talent Acquisition Policy

5.0. TYPES OF REFERRALS

a. General Referral

A general referral is where an employee refers an experienced hire candidate to SATH through the HR Department, without reference to a specific vacancy. The

employee will need to submit the CV of the candidate, indicating which department / type of role the candidate is likely to be interested in. These details will be stored and searched by the Talent Advisor as and when suitable vacancies arise.

b. Specific Referral

A specific referral is where employee refers an experienced hire candidate for a specific vacancy which is vacant in SATH or within the subsidiary company, and such referral is made to the HR Department. The employee then submits the CV of the candidate referring to the specific vacancy within the Company for the purposes of the suggested candidate to be considered and if found suitable, may be employed by the Company.

6.0. ELIGIBILITY

a. Employee Eligibility to participate in Referrals

All permanent employees (full time) are eligible to refer candidates except employees in the HR team.

b. Candidate Eligibility to be referred for employment

A candidate is someone who is being considered for a role, whether on a permanent or contract basis.

- I. All except former employees who have left the company and willing to return.
- II. Candidates already contacted by HR or our recruitment agency are not eligible for the referral system.
- III. If SATH already has the CV of the candidate through other recruitment channels, then the candidate is ineligible for the system.
- IV. Family members, spouses will not qualify as referral.

c. Role Eligibility

- I. All roles in the Company from the level of a **Senior Executive** and above are eligible for the referral system.
- II. Graduate Trainee, entry level, contract and internship positions are not eligible.

7.0. REFERRAL PROCESS AND EXCEPTIONS

- a. All jobs eligible for referrals will be communicated to employees via internal communications email system.
- b. The referring employee shall fill and send the "Employee Referral Recommendation form" (see *appendix*) with Candidate's CV to the Talent Advisor copying the Head of HR.
- c. All referrals must be documented via email; not by word of mouth or physically submitting a CV.
- d. Inviting candidates to post their resume will not be deemed as a successful referral if the resume is already available in the SATH Recruitment Database or the candidate has posted the resume him / herself.
- e. Employees shall not refer candidates who have attended interviews with SATH in the last six (6) months.
- f. The interview and selection process will be conducted on merit basis only.
- g. No special advantages shall be given to the referred candidate.
- h. Candidates directly approaching the HR department for submission of resume shall not be considered for employee referral.
- i. An employee cannot refer any family member or blood relative or former company employee for the referral scheme.
- j. There is no limit to the number of referrals that can be made by an employee.
- k. **The referring employee shall not be eligible to receive any reward for the referral, where the referred staff was not confirmed after the probationary period or had extension of the probationary period due to lack of competence or has his/her employment terminated during the probationary period.** In other words, the referred employee must be confirmed after the initial six months' probation, before a reward can be processed for the internal staff that referred the employee.

8.0. AWARDS

- a. A Referral is deemed successful when an employee who was referred has been employed for six (6) months and has been confirmed.
- b. When the referral is successful, the referrer will be entitled to an award of:
 - i. **~~N~~25,000 (Twenty-Five Thousand Naira only) for Senior executive vacancies.**
 - ii. **~~N~~50, 000 (Fifty Thousand Naira only) for Management and Senior Management Vacancies**

iii. ₦100,000 (One Hundred Thousand Naira only) for executive management vacancies.

- b. Employees will receive the credit for the referral only if their candidate reflects them as the source of the referral, which shall also be confirmed in writing by the preferred candidate by Form and shall be verified at the initial contact with the candidate by the Talent Advisor.
- c. If duplicate referrals occur, the first referral that is received (based on the date and time of submission of resume) will be eligible for payment.
- d. Payment to the employee is made after the 6-months confirmation appraisal has been concluded and the candidate is deemed suitable and confirmed as a staff within this period. If the confirmation period is extended; the referral will no longer be deemed successful.

9.0. APPENDIX

10.0. EMPLOYEE REFERRAL RECOMMENDATION FORM

SUBMITTED BY:

Employee Name:

Name of Applicant being referred:

Position and Grade Level referred:

Employee Signature & Date:

Recruiter Signature & Date:

HR Signature & Date:

11.0.