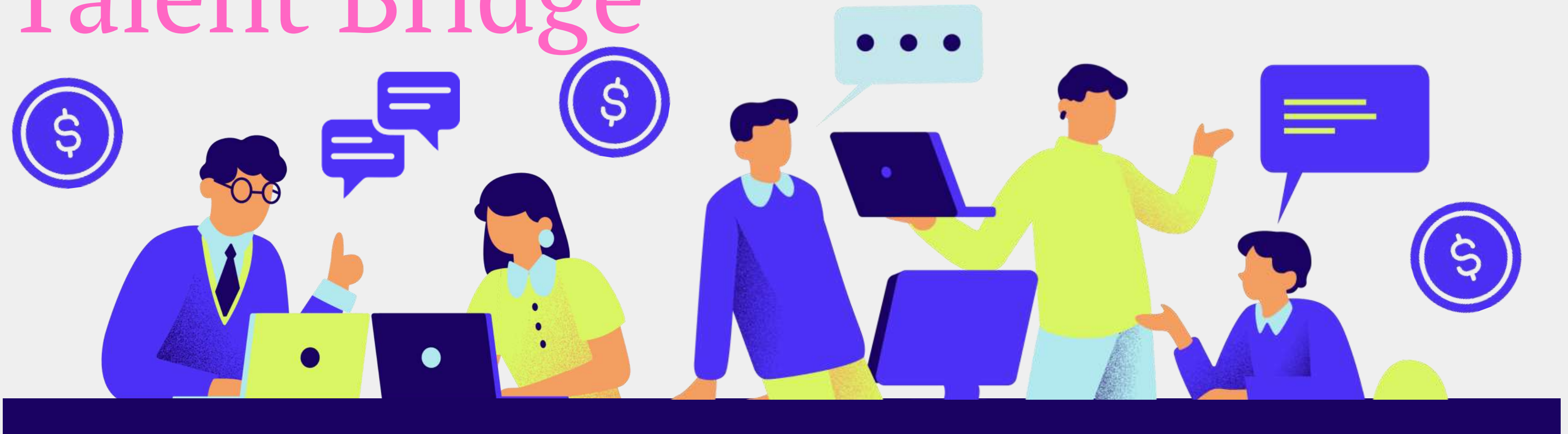


Introducing our new Employee Referral Program Talent Bridge



Do you know someone who would be
a perfect fit for our company?

WHAT'S IN IT FOR YOU?



Generous Rewards

Receive a substantial bonus for every successful referral that results in a new hire (Limit of 2 per Financial Year). Not only will you be helping our company grow, but you'll also be rewarded for your efforts.



A Stronger Team

By referring skilled professionals from your network, you'll contribute to building a more diverse team. Collaborating with individuals you trust can create a better work environment.



Growth Opportunities

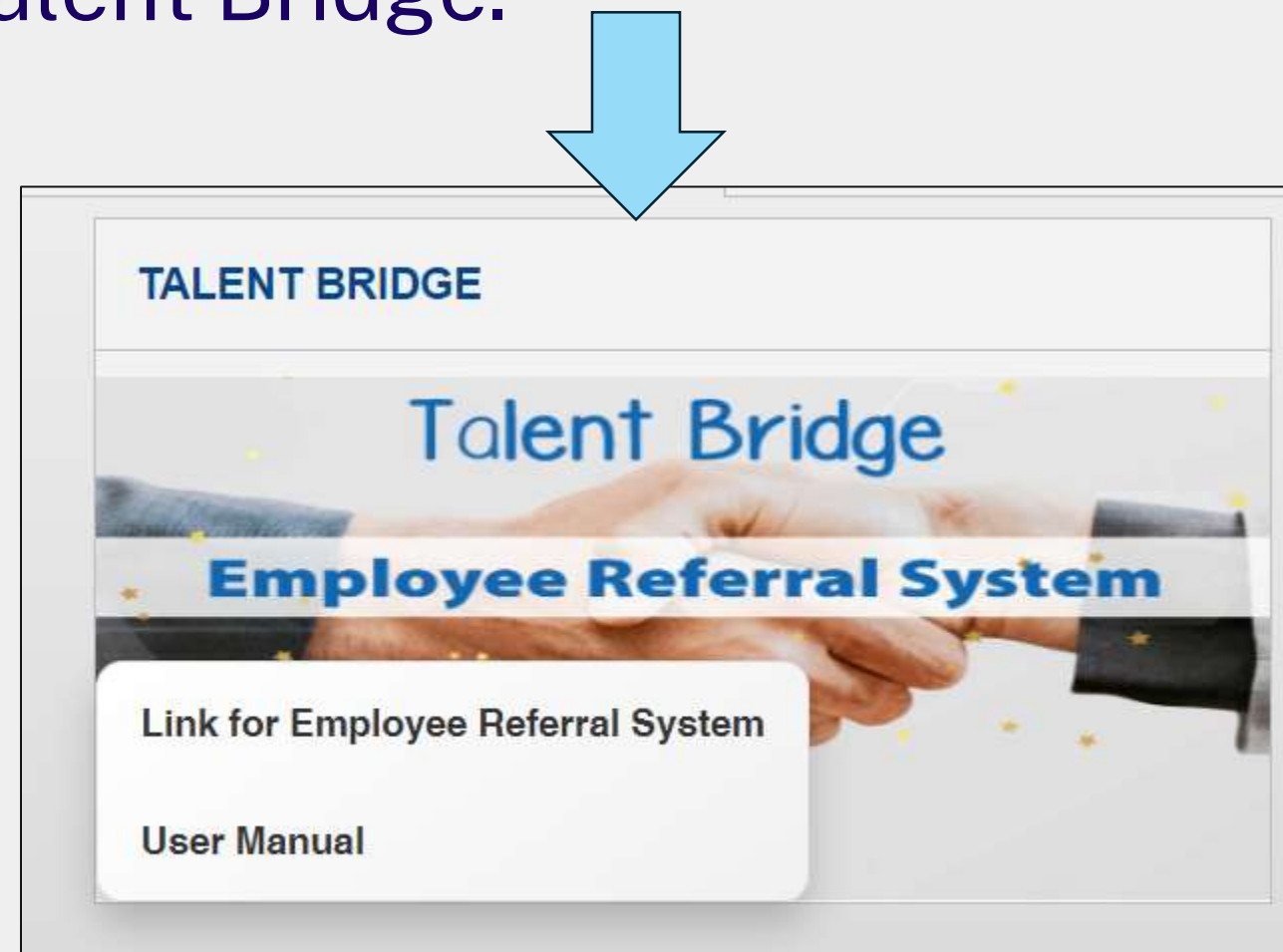
As our company expands, so do the opportunities for career growth. When you bring in top talent, you're shaping the future of our organization and creating new pathways for advancement.

We believe that great talent attracts
great talent, and that's why we're excited
to launch our new
Employee Referral Program.

How it works...

1) APPLICATION PROCESS

Employees can refer directly against each vacancy through the link provided over mail for referral portal - Talent Bridge.



2) SELECTION

Our dedicated team will evaluate each application carefully. If your referral meets the requirements and successfully joins our company, you'll be eligible for the referral bonus.



Level (Pay-out Level)	Total Referral Bonus Tata Steel UISL
JM05-JM13	Rs. 30,000/- (30% = Rs. 9,000 & 70% = Rs. 21,000)
01-03	Rs. 10,000/- (30% = Rs. 3,000 & 70% = Rs. 7,000)

Guidelines...

- ❖ The officer who has referred a candidate **should not be a part** of the Selection Committee and should not be involved in any round of selection process.
- ❖ **Referral for family members** of self / family members of any other employees of Tata Steel UISL **shall be excluded from scope** of referral bonus under this policy. However, officer would be allowed to refer them.
- ❖ **Definition of family member** under this policy shall be spouse / partner, children / adopted children, brother, sister, son-in-law, daughter-in-law.
- ❖ **Rehiring cases shall be excluded** from scope of referral bonus; however, officers can refer them and shall be guided as per recruitment policy.
- ❖ Following are **excluded** from availing the referral bonus:
 - i. Any person handling the recruitment process directly.
 - ii. Any person who can influence the decision by virtue of their position or by being on the interview panel e.g., Chairman of the selection committee.
 - iii. Senior Management (MD, JM1-JM04).
- ❖ Referral of a candidate can be done only after the posting of Job at referral portal.
- ❖ The candidate once referred and having not been selected in the interview, cannot be referred for any position(s) by the same officer or any other officer for a period of 12 months from the date of submission of CV on the Referral Portal.

Guidelines...

- ❖ Referral bonus shall be paid only when the candidate is referred through referral Portal.
- ❖ Initial referral bonus amount will be paid to the officer on joining of the candidate. The remaining amount will be paid on completion of 1 year of service subject to the referred candidate being rated B+ or above.
- ❖ In case a referred candidate resigns, and the last working day is before completion of one year, the remaining referral bonus amount will not be credited to the referring officer.
- ❖ Any effort to influence the selection process of the referred candidate disqualify the case for Referral Bonus.



Considerations...

- ❑ The candidate should meet the **minimum qualification & experience** of the position.
- ❑ Candidates' **profiles must not have been previously shared** through any other channels like hiring partners, job portals etc.
- ❑ A Tata Group Company employee can be referred by an officer of Tata Steel UISL, however the referring officer will not be eligible for referral bonus. Movements of such candidate will be guided by **Tata Group Mobility Policy** only.



Referral Process & Bonus Payment...

REFERRAL PROCESS

- ❑ All officers (including FTCs) across location can see the vacancy in the portal and refer suitable candidates.
- ❑ An officer can refer for multiple vacancies in the portal.



REFERRAL BONUS PAYOUT

- ❑ Referral bonus will be paid in two instalments of 30% and 70% of total eligible bonus.
- ❑ The first instalment of **30% will be paid on successful joining** of the referred candidate and the second instalment of **70% will be paid after one year from date of joining** of the candidate subject to the referred candidate **being rated B+ or above** in the 1st Performance Cycle.
- ❑ **On the date of completion of one year**, the referring officer should be **on-rolls of the organization** for claiming remaining referral bonus payout.
- ❑ A referring employee **will be eligible for referral bonus for maximum 2 hires only** in a financial year.
- ❑ The **referral bonus** is taxable on part of officer and will be added in **Annual Perquisites**.

Each referral brings us closer to finding exceptional talent and strengthening our team. Together, we can make a significant impact on our success.

Let's build an exceptional team together!
Thank you for your time.