

Terms & Conditions

Refer a buddy, relative or a close acquaintance and help Atos-India hire the “Best Talent”!

Objective	To outline the employee referral process, define its scope, inclusions and exclusions and elaborate guidelines on eligibility, prerequisites and pay-out terms and conditions
Scope	Applicable to all onsite and offshore Atos IT employees from GCM1 till GCM8 & all KPO employees from band GCM1 to GCM8 (KPO) Applicable to all Atos-India employees from GCM1 till GCM8 Out of scope: KPO employee referral programs and process are not covered
Version No.	Version 3.0.0
Effective Date of revised policy	August 3, 2020
Entry Criteria	Approved business requisitions
Tools & Templates	Katalyst Portal

Scope and Eligibility

- Atos-India employees:**
 - All employees of Atos-India & KPO Employees in GCM1 till GCM8 (IT) are eligible for referring friends, relatives, and acquaintances
 - The referral pay-out is not applicable to HR / GRC / ARC / ERC and PDAC fulfilment staff
 - The referral pay-out is not applicable for employees referring their spouse
- Effective **01 July 2019**, ex-employees of Atos|Syntel & Atos-India who have completed at least **12 months** from their last working day with Atos|Syntel or Atos-India can be referred, and employee will be eligible for referral pay-out under this policy (*Any cases of ex-employees referred before 01st July 2019 are not eligible for any pay-out*)
 - The referral pay-out is not applicable for hiring an ex-employee of Atos|Syntel or Atos-India referred within 12 Months from the referred candidate's last working day with Atos|Syntel or Atos-India
- The referral pay-out is not applicable for employees' referring candidates for any campus hire / trainee positions (GCM1)
- The referral pay-out is not applicable for employees' referring candidates for any Management trainee positions (GCM1/GCM2)
- This policy and referral pay-out is not applicable for referring employees on Contract (hired directly or through third-party vendors/agencies) or Internships, or any referred candidate on "Katalyst portal database" is hired on Contract (directly or through third party vendors/agencies) or for Internship
- Contract Employees who may later get converted to regular Atos-India employment cannot be referred as part of the Katalyst program
- The referral pay-out is not applicable for hiring of a referred candidate who has worked with Atos|Syntel or Atos-India as a Contract Employee within the 12 months

from the referred candidate's last working day with Atos|Syntel or Atos-India as a contract employee

8. The employee referring the candidate cannot be part of the interview process if s/he is claiming a Katalyst reward
9. Effective **July 1, 2019**, the referred candidature will be valid for a period of **210 calendar days** from the date of referral. Post this period, it will expire and will not be eligible for Katalyst pay-out, unless the same has been re-submitted by the employee post the expiry date in the referral portal
 - All expired resumes in the referral portal would be a part of the candidate database of Atos may be used to fulfil other requirements at any later point of time and the company will not be obligated to pay referral rewards for such "expired resumes"
 - Please note that the resume can be overridden by any source (other employees, recruiters, vendors etc.) post the expiry period and any referral (if applicable) would be paid appropriately

E.g., Effective July 1, 2019, if an employee has referred a candidate on July 1, 2019, resume will be valid until January 26, 2020. If the resume has been moved to the selection process stage after the validity date, it will no longer be considered as an employee referral. Hence the employee will not be eligible for the Katalyst reward. The resume should have been moved to any stage of the selection process within the validity period to be eligible for the referral reward.

Referral Scheme

The requisitions open under employee referral program are opened on Atos Career portal periodically along with detailed job description, designation, skill set, location, etc. All resumes must be submitted only against a valid open requirement (Requisition ID) and should be routed through Atos Career Portal.

Path:

Atos Careers -> Job Search -> Skills (Keywords) (or) enter Requisition ID

Referral Pay-out Grid:

The referral amount will be based on the GCM level and Location on which the referred candidate has joined Atos-India and will be paid as per the grid below.

Hiring Location & Currency	Hired GCM Level				
	GCM 1/2/3	GCM4	GCM 5/6	GCM 7	GCM 8/9
India (IT position) (INR)	10,000	20,000	40,000	75,000	75,000
India (Support position) (INR)	10,000	15,000	20,000	25,000	25,000
US/Canada/Australia (USD/AUD/CAD)	1,000	1,000	2,000	2,000	
UK (GBP)	1,000	1,000	2,000	2,000	
Europe (EUR)	1,000	1,000	2,000	2,000	
Poland (Polish Zloty)	1,500	2,000	2,500	3,000	5,000
Philippines (Peso)	10,000	15,000	30,000	50,000	
Leadership Sales US (USD)				5,000	10,000
Leadership Sales Europe/UK/Canada/Australia				USD 5000 equivalent	USD 10000 equivalent

Note:

Employees referring candidates for any Campus Hires (GCM1)/Management Trainee (GCM1/GCM2)/Trainee positions (GCM1) are NOT entitled for referral reward as part of employee referral Katalyst program. The above grid is only valid for IT, KPO and Atos-India employees referring candidates for IT division only.

Payment Terms:

1. A Katalyst Candidate ID is essential for claiming Katalyst reward
2. Resume sent directly to the recruiter on email (other than Leadership sales position) and which is not submitted via Katalyst portal will not be considered as employee referral and will not be considered towards Katalyst reward
3. For Leadership Sales position, it is mandatory to send resume via email to leadershiprecruitment@atos.net which would also be considered as proof of referral (Any resume for Leadership sales hiring which is not sent to the above mentioned email id or not processed for hiring through the recruitment team will not qualify for Katalyst referral reward)
4. The Katalyst referral amount shall be processed along with salary and will be payable on completion of 3 months from the joining date of the referred candidate. This is subject to both (referrer & referral) being in active employment with Atos and should not be in the process of "Separation/Termination" or "serving their notice period" post resignation for any reason before the "Reward Payment Due Date" i.e. 3 months from the joining date of the referred candidate
5. Katalyst referral pay-out is subject to appropriate applicable taxes
6. Payroll advised cut-off date is 15th of every month. All payments due till 15th of the month, will be advised in that particular month's payroll. In case the referred candidate has joined after 15th of the month, the pay-out will be advised accordingly (in) next month's payroll
7. The relevant Katalyst Reward will be payable based on the Hired GCM level and hired location of the referred candidate. This will be paid through Atos-India payroll the employee (referrer) is associated with, at the time of payout. Any currency conversion towards this payout will be based on the conversion rates prevailing at that point in time.
8. Only valid resumes processed within the resume validity period (210 days from the date of referral) will be eligible for the Katalyst reward. Expired resumes would be disqualified from the payment process.

NOTE:

In the event of any disputes arising as part of the Katalyst process, the recruitment team will investigate the case and the decision of "Global Recruitment Head" will be final and binding.

The company has a right to recover any amount that is paid, in case of any policy violation by the referrer is found during an Audit/investigation, and the full pay-out amount will be recovered.

The Company reserves the right to amend, alter or cancel the Katalyst Program or any parts thereof, without prior notice or communication.