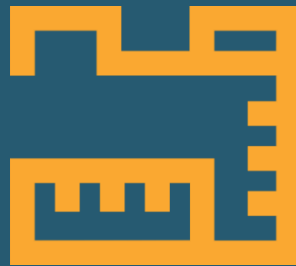




## Employee Referral Policy

Policy No: CUB/20-21/001

Version 1.2



[www.cubastion.com](http://www.cubastion.com)

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## 1. PURPOSE

The purpose of this policy is to introduce an employee referral programme to encourage our existing employees help/support creating a talent pool in Cubastion.

This document encompasses the required process and guidelines for the employee referral program.

## 2. SCOPE & ELIGIBILITY

The policy shall be applicable to all full time Employees of **Cubastion Consulting Private Limited** including its group company/ies (collectively the "Company").

### 2.1 Effective from

The policy is effective from **15<sup>th</sup> July 2015** till further notice.

## 3. POLICY DETAILS

### 3.1 Eligibility

When a regular full-time employee recommends a qualified individual for a valid opening, and the referral is hired as a regular full-time employee, a one-time referral bonus will be paid, after the new employee has been on the payroll for a minimum period of **180 days or** the cooling period mentioned in the Table1: Referral Rewards.

**Directors, Human Resource Dept.** is not eligible for the benefit under this policy. However they must encourage and refer the talent to help in growing the talent pool of the organization.

## 4. GENERAL TERMS

### 4.1 Referral Process

1. The list of open positions for referral would be announced by **HR** on a regular basis. All employees are encouraged to refer best talents.

2. An employee has to submit the details of referred candidates to the HR Department.
3. HR team will be contacting the referred candidate directly. And if the candidate is selected, the respective employee will be informed.

## 4.2 Referral Bonus Reward

Here is a table showing position wise referral amount:

Equivalent Level	Role/Position	Referral Amount	Cooling Period
L-9	Sr. Principal Consultant	Rs. 50,000	90 Days
L-8	Principal Consultant	Rs. 50,000	90 Days
L-7	Sr. Lead Consultant	Rs. 40,000	90 Days
L-6	Lead Consultant	Rs. 30,000	90 Days
L-5	Sr. Consultant	Rs. 25,000	90 Days
L-4	Consultant	Rs. 15,000	90 Days
L-3	Sr. Associate Consultant	Rs. 10,000	90 Days
L-2	Associate Consultant	Rs. 5,000	180 Days

Table1: Referral Rewards

## 4.3 Payment Terms

1. The one-time referral bonus will be disbursed once the referred candidate completes the specified employment period and has been on the payroll for the minimum cooling period mentioned in the Referral Rewards table.
2. Both employees, the one who made reference and the one who was hired must be a regular confirmed employee of Cubastion.
3. Referred employee should not be on **probation/extended probation, Notice period, PIP** at the time of referral bonus payout.
4. An employee who is on **long leave** (Medical/Maternity etc.) at the time of payout; the referral bonus payout will be deferred until the employee resumes his/her services.

## 5. TAILORING OPTION

Exceptions to the defined policy shall be approved by the CPO.

## 6. DISCLAIMER

### Company's Absolute Right to Alter or Abolish the Policy

Cubastion's Management reserves the right in its absolute discretion to abolish the policy or to alter the terms and conditions. Such discretion may be exercised at any time, before during or after the policy year is completed (without any notice)

## 7. DOCUMENT VERSION HISTORY

VERSION	DATE	AUTHOR	DESCRIPTION	APPROVAL
V1.0	20150714	Neha Dawar	Initial Release	-
V1.1	20211214	Nalini Kaul	Changes	CPO
V1.2	20220812	Rohit Kumar	Changes	CPO

This brings us to the end of this document. For any further assistance or clarification, please contact **HR Department** or email us at [hr@cubastion.com](mailto:hr@cubastion.com).

# **F**requently **A**sked **Q**uestions

**Q1:**

I have referred and candidate, who has been employed as intern. Will I be eligible for any referral bonus?

**A1:**

Referral policy is not applicable for an employment of intern(s).

**Q2:**

An employee referred has completed 180 days; however the Probation period has been extended. Will I be eligible for any referral bonus?

**A2:**

The referral bonus will be applicable once the employee completes the probation period.

**F**requently**A**sked**Q**uestions