



Referral Policy



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The policy contained herein, which is applied in accordance with applicable regulations, has been adapted to the extent it is applicable by Bhavna Software India Private Limited (herein referred to as “Bhavna Corp”) in India and is being provided for information purpose(s) only. Unless otherwise specified in this policy, references to “we”, “our” or “organization” are references to Bhavna Corp. Bhavna Corp reserves the right to edit, modify, revise, discontinue or amend this procedure as may be deemed appropriate at any time in whole or in part, for any reason and without prior notice, consent or approval. As such policy pertains to the personnel of Bhavna Corp and has absolute discretion to make the sole and final decision of any and all issues arising out of this policy. This policy contains proprietary and confidential information about Bhavna Corp and is for internal use and distribution only.

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1.0 Scope:

- To encourage Bhavna Corp employees to refer to their friends, colleagues, relatives and acquaintances to apply for any suitable employment opportunities that arise from time to time.
- The employee referral program is designed to supplement Bhavna Corp's normal recruiting activity and enhance the pool of diverse, qualified candidates available for hiring into Bhavna Corp. It is believed that this program extends Bhavna Corp's capability for experienced / fresher hiring to meet the growing crucial gaps.
- Through this program, an effort is made to monetarily recognize Bhavna Corp employees for their efforts in bringing resources into the organization.

2.0 Applicability:

- The referring employee must be a permanent employee of Bhavna Corp. The following employees are not eligible to claim the referral bonus and hence are excluded from this policy, However, they are eligible to refer to suitable candidates for the published open positions.
 - ✓ Employees who are on contract, temporary and internship positions.
 - ✓ Former employee of Bhavna Corp
 - ✓ Employees working in other regions apart from India.
 - ✓ Management/Executive Team, G&A Team, Managers and above
 - ✓ Interviewer or Hiring Manager for the specified vacancy involved in any part of the selection process or any other activity that will be considered as a conflict of interest.
 - ✓ Hiring as Direct reports.
 - ✓ Not applicable for - Freshers Hiring, Campus Hiring and Non-technical hiring positions.

3.0 Process:

- The TA team sends an organization announcement regularly sharing open positions and informing employees to refer known candidates meeting job criteria specified under the company employee referral program.
- If an employee knows someone who believes they are a good addition to Bhavna Corp and that candidate meets the criteria for the open/ published position, then:
 - ✓ **Step 1:** The employee should brief the candidate with all the relevant information to the extent possible about the open position, Bhavna Corp Culture/Values, and the organization. Employees should obtain the consent of the candidate before referring.
 - ✓ **Step 2:** Employee must fill in the [referral form](#) upload the profile of the referring candidate in the same Link and submit the form.
 - ✓ **Step 3:** The TA team will connect with the potential candidates if they meet the expected criteria and take the candidate forward through the next phases of the recruitment process.
 - ✓ **Step 4:** During the selection and placement process the TA team is not obligated to update the status or interview panel details with the referring employee. However, updates about the result (selection or rejection) will be communicated.
 - ✓ **Step 5:** If the referred candidate is hired by Bhavna Corp after the completion of the new hire's probation, then the referring employee is eligible for a referral bonus as stated in the table below.

4.0 Referral Bonus:

The Referral bonus amount will depend on the level (Category) at which the candidate has been selected at the time of offer. The employee referral program payout structure is as follows:



Yrs. of Exp	QA	DEV	Engg-Support(BA/SM/Technical Manager) etc	Other Support Functions - IT/HR/Ops/Mgmt etc
Fresher	No Referral	No Referral	No Referral	No Referral
1-3 yrs.	45000	65000	N/A	N/A
3-6 yrs.	85000	110000	110000	70000
6+	120000	150000	N/A	100000
Lead (7+)	200000	250000	180000	N/A
Mgmt role	200000	250000	N/A	250000

Note: N/A means, there is no referral for these functions/positions

- The Referral bonus amount is paid to the referred employee, upon their referral probation completion of employment with Bhavna Corp.
- Payouts will be made as part of the payroll disbursement and will be subject to all applicable taxes.
- At the time of payout, both the eligible referrer and the referred candidate must be an employee of Bhavna Corp.

5.0 Resume Validity:

- The validity of the resume for the specific requirements is 3 months. Upon expiry of 3 months, the referrer can reapply for the candidate.
- The profiles which are already in our database within the last 3 months then the source will be considered as the original one, example if the profile is already shared by the vendor and the same is shared by an employee within the period bracket of 3 months then the source of the profile would be considered as a vendor (original) and TA SPOCs will keep the employees informed.

6.0 Other Guidelines:

- Employees may refer individuals who fit the specifications given in job descriptions for vacant positions that the TA team posts from time to time.
- Employees should refer candidates Whom they know personally or professionally.
- Employees are to disclose all information, to the extent possible, about the candidate to the Hiring team while referring and not to surpass any facts.
- There is no cap on the number of referrals an employee can refer to.
- Employees are open to referring Spouse or Immediate family members or Siblings but are not eligible to claim referral bonuses.
- The referring Employee must represent the candidate's first contact with Bhavna Corp.



An Employee who first submits the CV/resume for a particular candidate will be eligible to claim a referral bonus. In case of duplicates, such as the same reference being received from different Employees or vendors, the decision on which one to consider is based on the date and time of the resume/CV received. Any disputes/interpretations/discrepancies on the source under the Bhavna Corp Referral Program will be handled by the TA/HR team including the final judgment/decisions.

- In case an Employee refers to a candidate who already exists in the HR database (through whatever channel), the referral will not be considered. This implies that the referral program policy will not be applicable for re-hire (recruitment of people who have already worked in the past in the company).
- The referral bonus will not be paid if the hiring of a referred candidate results in a conflict of interest or supervisor/subordinate relationship.
- The Employee's role will be limited to the submission of the resume/CV of the candidate. The Employee submitting the referral will not be directly involved in the further recruitment process of the referred candidate.
 - ✓ Feedback communication: The TA team will provide the interview feedback to the candidate (clearly on the ground he was not selected) and to the Employee over mail communication about the status of the candidate.
 - ✓ Education gaps/age limits/professional gaps will not restrict the Employee to refer but in such cases, it will be the sole discretion of the TA team to consider the profile based on the requirement specifications and matching the expectations.
 - ✓ Bhavna Corp reserves the sole right to determine if a referred candidate qualifies for employment under its norms and guidelines. During the selection and placement process for an open position, it is understood that Bhavna Corp is not obliged to discuss with the employees concerned any information about their referral.

7.0 Policy Revision:

The policy shall be reviewed and revised every year considering the business plan, legal enactment /amendments and other social reasons which are in control of the organization.

8.0 Exception Handling:

Management reserves the right to alter/ change/ modify/ obsolete the content of the policy based on the business needs and priorities of the organization.



9.0 Frequently Asked Questions:

Q. What is a referral program?

Employee referral is an internal recruitment method employed by organizations to identify potential candidates from their existing employees' social networks. An employee referral scheme encourages a company's existing employees to select and recruit suitable candidates from their social networks. As a reward, the employer typically pays the referring employee a referral bonus.

Q. Who to refer to - dos and don'ts?

You only refer to people you think meet the technical requirements of a particular job. Pointers:

- ✓ Education gaps/Age limits/professional gaps will not restrict the Employee to refer.
But in such cases, it will be TA/HR's discretion whether to accept the gaps or not.
- ✓ Outstation candidates can be referred to, but in such cases, the company will do a thorough check of the stability, and his willingness to attend interviews at its expense and relocate (if selected) to the location assigned by the company.
- ✓ Family members/relatives of Bhavna Corp employees are encouraged to be referred. In such cases, employees should submit a declaration form stating their relationship with the referred candidate to avoid conflict of interest.
- ✓ Never intervene in any way in the recruitment process, this is valid for the people you have referred to (e.g., friends, relatives, acquaintances, contacts, ex-colleagues, etc.). The employee's role will be limited to the submission of the resume of the candidate. The employee making the referral will not in any way be involved in the entire recruitment process.
- ✓ We are a company that respects high ethical values. Everyone is expected to strictly adhere to our policies.

Q. Who is eligible to receive an employee referral bonus?

We are a company that respects high ethical values. Everyone is expected to strictly adhere to our policies. All employees are eligible to participate in the EMPLOYEE REFERRAL PROGRAM and receive a referral bonus, except:

- ✓ Non-regular i.e. employees on temporary, internship, and contract positions
- ✓ Former employees of Bhavna Corp
- ✓ Employees working in other regions (i.e. US)
- ✓ HR and other G&A team members in the organization
- ✓ Interviewer or Hiring Manager for the specified vacancy.
- ✓ Involved in any part of the selection process or any other activity that will be considered as a conflict of interest.
- ✓ Hiring as direct reportees.
- ✓ Managers and above

Q. When is your referral not eligible for a bonus?

- ✓ In case you refer to a candidate who already exists in our database (through whatever channel) the referral is not considered or accepted. This implies obviously that the referral program will not be applicable for RE-HIRE = (recruitment of people who have already worked in the past in our company).



- ✓ A referral of a candidate has a validity of 3 months. This means if the candidate is not recruited within 3 months, from the date you submitted the referral, you will not be eligible for a referral bonus. Not even when the same person would be recruited later (e.g., after 1 year).
- ✓ In the case of duplicates, if the same CV is received from different employees or vendors or directly or existing in our database, the decision on which one to consider is based on the first date and time of the resume received.
- ✓ If the referred candidate is an immediate family member or sibling or spouse, then the employee is not eligible to claim a referral bonus.

Q. Can I refer a former Bhavna Corp employee?

Yes, however, referrals for former employees are allowed but not eligible for a bonus.

Q. What if more than one person refers to the same candidate for employment?

The TA team will manually check for the duplication of the CV before the interview process begins. However, if a duplicate referral occurs (as the result of multiple candidate profiles) the first employee to refer the candidate will be eligible for the referral bonus award.

Q. What if my candidate has already completed a profile in the Bhavna Corp database?

The Bhavna Corp employees are eligible to refer candidates who are already in our database, unless:

- ✓ Another employee has already referred the candidate within the last year,
- ✓ The candidate has already started employment, and/or
- ✓ The referral is a contract employee who is being hired into the same position in which they are currently working.

Q. Why hasn't my referred candidate been contacted by the TA team?

TA teams are not obligated to call or even consider every employee's referral. When referred candidates apply for a posted position, they complete the same pre-screening questions required of all job seekers.

Q. How long does my referral remain valid and eligible for a bonus reward?

"3 months Referrer Rights" rule which automatically links you to your referred candidate for six months.

Q. Can an employee who is eligible to receive a referral bonus transfer the bonus award to another employee?

No; the "3 months Referrer Rights" rule is consistently applied to all employee referrals. The TA team is obligated to pay the employee who followed the program guidelines, even if that employee volunteers to give up his/her award to another employee.

Q. Will I be paid if my referred candidate does not begin employment as scheduled?

No; referral bonus awards will be paid for referrals only after they have begun employment with



Bhavna Corp.

Q. How and when do I get paid for my referral?

A referral bonus is generally paid after the probation completion period of the referred candidate's employment. Your referral bonus will be paid by the next scheduled payroll cycle following the referred candidate's start date. If the referred candidate doesn't start or if you terminate employment with the company, you will no longer be eligible to receive the bonus associated with that referred candidate.

Q. How can I obtain an update regarding the bonus payment status for the candidate referred?

A referral bonus is generally paid after the probation completion period of the referred candidate's employment. Bonus award data is sent to payroll each month; however, the specific date for your award is determined by scheduled payroll dates. The HR team will send email communication to the referrer upon submitting the bonus inputs for the payroll.

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