

Reference No.	Dated	Policy	Prepared by	Reviewed by	Approved By
HR-07-21	1-July-21	Employee Referral Policy	HR	COO	CEO

1.0 Aim

To reward employees at SMARTWORLD who help identify and refer competent talent in order to meet our manpower resource requirements at an optimum cost.

2.0 Eligibility

All regular employees in service of the company are eligible to get the referral amount.

3.0 Entitlement

For every qualified referral made during the quarter by any employee, he/she will be entitled to the referral amount as per the following structure:

Level	Referral Amount
CEO, MD & COO	Rs. 1,25,000
President	Rs. 1,00,000
SVP, VP	Rs. 75,000
AVP, SGM, GM	Rs. 30,000
DGM, AGM, SM, Mgr.	Rs. 20,000
DM, AM & Below	Rs. 10,000

* Payable in 2 installments on completion of 3rd & 6th month respectively from Date of joining.

* Additional 30% referral amount for diversity hiring.

4.0 Procedure

- To be eligible for an award, an employee must have mailed the resume of the candidate via his official mail id only.
- The Recruitment/TA team will collate the eligible referral bonus for payout every month with payroll.
- 50 % of the total referral bonus payable to be paid after completion of 3rd month and remaining on completion of 6th month.

5.0 Terms and conditions :

- All employees, except those at vice president level and above, Human Resources personnel, and managers with hiring authority over the referred candidates, are eligible for the referral bonus and quarterly drawing.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with SMART WORLD.
- Contractual and former employees of SMART WORLD are not eligible candidates for referral awards.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- At the time of disbursement of referral amount, the referring employee should in employment with the organization.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- Job Posting will be circulated through internal HR communication via E- Mail / Career page on website.

6.0 Payment of Referral Amount

- Employee referring the candidate would need to fill and submit an employee referral form duly filled and signed to HR.
- All referral bonus payments to the employee would be made on completion as 50% on completion of 3rd and remaining 50% at the end of 6th month of joining SMART WORLD.

7.0 Taxation on Bonus

Rewards will be taxable as per taxation rules prevailing at that point of time whenever applicable.

Disclaimer on Modification/Withdrawal

This is an internal company policy and may be subject to change from time to time and without prior notice. At the sole discretion of the Management the policy can be modified in whatsoever manner, or be completely / partially withdrawn, at any time, depending on the business situation of the Company.

EMPLOYEE REFERRAL FORM

Employee Referral form to be filled and submitted to the HR Dept. for claiming the Bonus

Name of the Candidate : _____

Position Selected For : _____

Date of Interview : _____

Date of Joining : _____

Department : _____

Contact No : _____

Referred By:

Name of employee & Employee ID : _____

Designation & Department : _____

Official Email ID : _____

(FOR HR USE ONLY)

Candidate's Date of Joining: _____

Department: _____ Position Title: _____

Amount Payable: _____ (3rd Month) _____ (6th Month)

EMPLOYEE SIGNATURE

HR SIGNATURE