



J M Baxi Group

Employee Referral Policy

Policy History Details

- New Policy

Original Issue Date	Part of J M Baxi Policies	
Revision Date	–	Revision No. :0.0
Revised by	Corporate HR	
○ New Policy – Part of JMB Niti (Policy Manual)		
Issue Date	26 th June 2022	
Effective Date	Immediate	
Issued By:	Corporate HR Team	

Objective

To reward employees who help to identify and attract suitable talent in order to meet resource requirements.

Scope

- This policy is applicable to permanent employees with the following exceptions:
 - GM level and above
 - Employees working in the HR & Admin functions
 - Managers referring candidates for their Team
 - Non-employees who are working on assignment with JM Baxi on any kind of contract, consulting, or temporary basis.
- An employee may not refer a candidate who has already applied or who has worked in J M Baxi Group earlier.
- An employee may not refer a candidate who has already referred by another recruiting source

Process

1. Open positions shall be posted on
 - Darwin box
 - IJP
 - Communication to all employees through frequent emails
 - Notice Boards
1. Employees referring candidates must complete the Employee Referral Form (**Annexure–A**) and forward it to respective HR along with candidate's resume
2. HR Reviews the resumes to match the candidature to the existing position and reviews the Employee Referral Form to verify the eligibility of the employee for a referral bonus.
3. HR contacts the candidate and arrange for interviews as appropriate.
4. Employee referring the candidate will not be in anyway involved in the selection/ recruitment process
5. Selection would happen on merit only and the referral process would be considered as one of the multiple sourcing options being used by HR Team to source talent for vacancies created within the organization.
6. HR team to update the status of the referee to the referrer in case of final selection.
7. There is no limit on the number of referrals the employee can provide.
8. In case the same candidate is referred by more than 1 employee, the 1st referrer will be considered for referral amount.

Referral Bonus

Employees will be eligible for a “Referral Bonus” for every selected referred candidate as mentioned below, subject to adherence of the criterion mentioned below:

Designation	Payment	Referral reward (Rs.)
Jr. Exe – Deputy Manager	<ul style="list-style-type: none"> • Referrer shall get rewarded after 3 months from joining of the referred candidate • Referrer shall be rewarded with an equivalent amount on completion of 1 year of the referred candidate 	Rs. 5,000/- + *Rs. 5,000/-
Manager – AGM		Rs. 10,000/- + *Rs. 10,000/-
DGM & above		Rs. 15,000/- + *Rs. 15,000/-

Criteria:

- Employee Referral Reward Amount is subject to individual income tax deduction as applicable as per Income Taxation Act
- Both the referring employee and the referred employee must be in the employment of the company at the time of disbursement of reward amount.
- Neither the referring employee nor the referred employee should be serving notice period at the time the referral amount is to be credited.
- If the resume of the candidate is received from multiple sources, the credit shall be given to the first source as per HR Records.

Exceptions

- Instances that do not qualify for a referral award include referrals of the following:
 - ✓ Former employee of JMB being rehired
 - ✓ Former non-employee/ temporary who is hired as an employee
 - ✓ Candidate who was presented from another source prior to the referral

Life span of referral

If a referred candidate is not hired within 1 year of the date of referral, the referral is considered closed. The referring employee will no longer be eligible to receive the referral award if the candidate is hired in the future.

Approval Required:

For Employee referral bonus, following approvals would be required-

- ✓ HR
- ✓ Payment release approval by Business Head

Annexure A– Employee Referral Form

Name of the Employee	
Designation	
Department	
Contact No.	
Employee Code	
Entity Name	
Name of the Candidate Referred	
Position Applied for	
Date of Joining of Candidate	
Days completed	
Location of Referral joined	
Relation with the Employee	
Past Referral history of the candidate	
Date:	Signature of Employee

For HR Use Only			
Feedback	# Selected	# Rejected	# Hold
Name of HR			
Position/Salary offered			
Signature of HR			
Amount to be paid after 3 months of joining of referred candidate			
Payment due date			
Amount to be paid after 1 year of joining of referred candidate			
Payment due date			
Approved by: Business Head			