

Employee Referral Policy

1. Objective

An effective referral policy accelerates hiring by tapping into pre-vetted talent, reduces recruitment costs by minimizing dependence on external agencies, boosts employee engagement by empowering staff to contribute to team growth, and enhances our employer brand through authentic advocacy.

2. Scope

This policy applies exclusively to full-time employees (FTE) and Trainees - only they are eligible to receive referral bonuses. Referred candidates must have at least one year of prior work experience to qualify. All referrals should be submitted via the authorized internal system marking HR Team. Any submission that doesn't meet these criteria—such as referrals from contractors, interns, or those underqualified—will not be eligible for referral incentives.

3. Guidelines

Employee may refer individuals who fit the specifications given in job descriptions for the notified vacancies. The referred candidate will undergo the regular recruitment procedure as per the norms and selection will be considered only if he/she meets the requirements of the existing vacancy. An employee's involvement is limited only to the submission of the resume and will not in any way try to influence the selection process or compensation finalization of the candidate.

4. Procedure

- HR or Recruiting Team will notify vacancies available under the employee referral scheme through Group Email or Announcement from ADP Portal.
- Candidates can be referred ONLY to the notified vacancies. The candidate referred should strictly meet the criteria as per the vacancy notified.
- Candidate should be referred through HR only and the same will be forwarded to the department concerned.
- Employee referring the candidate should obtain the candidate's consent before forwarding the candidate's resume to the HR Department.
- **The employee will be eligible to receive the bonus points, only when the referred candidate joins the company after going through the selection process and successfully completes three consecutive months as a Billable resource of service with the company.**
- **If the referred candidate falls into the Support department, the referral bonus will be awarded only after the new hire successfully completes their probation period with good conduct. This means the referring employee will become eligible for the**

reward only when the referred individual has proven satisfactory performance and behavior throughout probation.

- **In case the referred candidate is taken on a project / assignment based on fixed term contract for a minimum period of 3 Months (Probation Period), which is likely to transit into a regular employment, bonus will be paid after the referred candidate has successfully completed the tenure. The referral fee of the employee would be paid on successful completion of the probation period of the referred candidate. The amount would be disbursed by the accounts department after appropriate tax deductions through the monthly payroll.**
- In no way should the employee referring the candidate be a part of his/her selection process.
- Candidates who have already responded to the company's requirement against an advertisement, or referred by a recruitment agency, or on their own in the past one year from the date of notification of vacancy, will not be considered as referred candidate.
- In case the same resume is received from more than one employee, date and time of the receipt of the resume will be considered and the person who has sent the resume first will be eligible for the bonus.
- In case the resume exists in the data bank, the employee will not be eligible for referral bonus.
- Referring ex-employees, who have left the Company, they will not be eligible for the referral program.
- The referred candidate should not have gone through the interview process with the Company in the last six months.
- No benefits would be credited for referring fresher's & campus hire and candidates with less than 12 months of relevant experience.

5. Commission Salary Range

S.NO.	SALARY RANGE	REFERRAL AMOUNT (INR)
1	1-5LPA	10,000
2	5 – 10 LPA	15,000
3	>10LPA	20,000