

## Employee Referral Policy & Procedures

At Caizin we are always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to Caizin, you will be awarded a referral bonus of Rs 1,00,000 (less taxes) if you refer a candidate, and he/she is hired.

Employees must refer candidates to Human Resources through the employee referral program link on HIRO – Will share the link in subsequent mail or via invite.

### Policy Rules

- All Caizin 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.
- 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 Caizin.
- Temporary, summer, contract and former employees of Caizin are not eligible candidates for referral awards.
- To be eligible for a referral bonus, an employee must submit a referral to Human Resources /COO/ HIRO with a candidate resume against the position name.
- 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.
- The referring employee must be employed with Caizin during the hired candidate's first 90 days of employment and should not be serving notice period or have resigned to receive payment of the referral bonus
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- All referral bonus payments will be paid only after 90 days after the referred employee's first day of employment at Caizin.