

New Buddy Program

Version: 1.0

1. What is New Buddy Program? (NBP)

It is a referral program where in an employee can refer their contacts for the current vacant positions in the firm and get rewarded when the referral joins the firm and contribute towards the growth of the organisation

2. Objective :

- The new buddy program has been formulated to invite references from the existing employees of the firm and to spread the word that we are expanding.
- The program also allows people to work with the people they already know and add more positivity to our amicable work culture.
- NBP has been designed to foster the internal recruitment process.

3. Eligibility:

- Employees may refer individuals who fit the specifications given in job descriptions for vacant positions which Human Resources Team posts from time to time.
- The employee (referrer) needs to send the C.V. of the person they wish to refer via email to the **HR** (Isha) and mention the role for which the C.V. is being sent.
- In order to be eligible for the payout for referral bonus, referred candidates must:
 - a) Be personally known to the employee who refers him/her.
 - b) Have the referrer serve to personally vouch for the referee's abilities.
 - c) Be a new referral not a candidate already in the HR database
- The employee's role will be limited to the submission of the resume of the candidate. After this the regular process of short listing and interviews will be applied to the referrals also.
- Selection to the referred by any employee would be made only after going through the selection process, as per the recruitment procedures.
- The maximum referral bonus for any position will be not more than INR **5000**, unless communicated via email by the HR or by the management.
- The incentives will only be applicable for **Full-Time** positions.
- Both the parties (referrer & referred) should be on rolls and if any of the parties resign before the disbursement takes place, they will not be entitled for referral bonus.

4. Pay-out Process:

- An employee will be eligible for referral bonus as per 'New Buddy Program' once the referred and newly recruit successfully completes 3 months with the organization.
- The Pay-out against the 'New Buddy Program' will be given in the form of Cheque only.
- The disbursement of bonus may take another 60 days after the eligibility criteria have been met. (Can be given out in Company Meetings, parties or any other official muster)

5. Exemptions:

- In case the resume is already available in the data bank, the referral process will be terminated in such a scenario.
- The employee making the referral will not in any way be involved with the interview or salary fixation of the candidate.
- Members of the Senior Management Team and department heads cannot claim the referral bonus if they have referred someone.
- Members of the Human Resources Department are not eligible for referral bonus.
- Anyone else who is involved in the recruitment process.