



Associate Referral Program

Objective: To reward associates of the company, who help identify and attract suitable and competent talent in order to meet our hiring requirements at an optimum cost

Eligibility: all active associates' part of Market Development Essentials either on supply or demand side are covered under this guideline

Effective date: from September 8, 2020 onwards

Referral cost involved			
Sr. No.	Role	No. of referrals / month (joiners per month)	Incentive per referral (INR)
1	BDE/ MR/ TL (any FOS role)	Up to 2 joiners	750
2		Up to 4 joiners	850
3		5 & above joiners	1000

Please Note: Incentive Referral is applicable to the off-roll associates and currently restricts to FOS/ BDE/ MR/ TL profiles only.

Guidelines for Referrer to be eligible for the pay-out:

- Referrer and Referee both need to be active in the system to be eligible for the pay-outs; Referral incentive to be paid post completion of 90 days in the system for new joiners. Active associates mean as Not serving notice period/ Hold Status.
- Incentive scheme does not hold true for the Ex- Udaan Associates as they might be already part of the TA pool (due to contract closure) or were terminated (due to PIP Failure/ fraudulent issues)
- For referrals more than 1, all the referrals should come in the same calendar month to be applicable for the Incentive Amount
- Referrer must send the resume to the Manager / Recruiter (Manager can also send the resume to recruiter on behalf of referrer)

Process Governance

- Associates may request their hiring manager or TA SPOC to share information on available roles, however we request you to share CV's we shall see where we can fit.
- In case the resume is already available in the data bank the referral process will be terminated at this stage.
- The referrer needs to share the resume over an email at the Associate referral Email ID (associate.referral@udaan.com) with mandatory details in the below format.



Referred by Details									
Sr. No.	Name (as per Adhaar card)	Contact Number	Aadhar Number	Role	City	DOB (dd-mmm-yyyy) *Age > 18years	Name	ECode/UID	Contact Number

*In-absence of the above details, the referral will not be considered for payouts.

- The associate'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.
- The associate making the referral will not in any way be involved with the interview or salary fixation of the candidate. If a TL (an associate) has referred a BDE for his team, the respective TL will not be part of the hiring process.
- Selection of the referral by any associate would be made only after going through the selection process, as per recruitment guidelines / procedures.
- There should be no specific canvassing in case of a referred candidate by both the associate who referred him and the HR.
- If the referred candidate is hired, the referrer is eligible for the referral incentive as per the parameters defined in the table above
- Incentive Payout for all associates will be done along with the salary (nearest payroll cycle post 90 days) post successful completion of 90 days (as active associate) in the system by the referrals.

Note:

- Incentive amount and eligibility factors are subject to change based on the business and economic needs of THE COMPANY
- THE COMPANY will not enter any debate with an associate who has unsuccessfully referred a personal contact. In the event of any dispute, the decision of the Talent Acquisition / HR Operations Lead shall be final.
- All recommendations made by associates must come from their personal contacts / connections and not through any recruitment agency.



FAQ's

1. I have referred 4 associates and 2 of them joined in on 29th of month and 2 of them next month 3rd, when will I get my payout and what will be the calculation?
For 2 referrals shared on 29th & 3rd of next month, associate will be eligible post the 90 days of the completion in the system calculated @750 per referral
2. My referral associate has worked for only 3months and has left the system in the 4th month, will i get paid as per the referral scheme?
Mandatory 90 days completion as active associate to get referral payment
3. But when the payout does happen not necessarily the referred associate will be active in the system. For example: my referee joined on 28th of Aug & 28th November he completed 90 days & was active and he exited on 10th of Dec.
Will i get paid for referee was active for 90 days?
Associate will be eligible for the Payout since the associate was active in the system for 90 days.
4. How will the payment reach me and how will it reflect in the payslip?
Payment will get credited to your bank account along with the salary and will reflect as "Incentive/ Reimbursement" in the payslip
5. Who are defined as FOS in this policy?
All associates who are on the field working in Market development function and their managers who are off roll managing a team of FOS on supply side and demand side. The following designation are covered under the category of FOS - BDE, FOS, Sales associates, Market Representative, Buyer, Market Intelligence, Remote FOS.
6. Who are covered in Team leads?
Team leads, State leads, Regional leads, Area leads, Key Account Managers