

Recommend a Friend Policy and Procedure

HR4.11 Employment Policies

February 2025

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1. Introduction
   1. MHA’s Recommend a Friend scheme is an initiative that rewards colleagues for referring an individual who is then employed by MHA.
2. Scope and Purpose
   1. This policy outlines the terms and conditions for participation in MHA’s recommend a friend scheme, ensuring a fair and transparent process for all involved.
   2. It is relevant for all MHA colleagues who are eligible to receive a reward for recommending an individual for who is then successfully recruited.
3. Recommend a Friend Initiative
   1. All colleagues (except Members of the management team including Heads of, and the Human Resources team are exempt from this scheme, as well as volunteers and relief positions) are eligible for this scheme. This can be a friend in the same department.
   2. Colleagues will not be eligible for the initiative for recommending family members.
   3. Colleagues must comply with the referral procedure set out in this policy to be rewarded for recommending a friend.
   4. After 6 months of the new colleagues start date and subject to successfully passing their probation period, the recommending colleague will receive **£250** (gross), the new colleague won’t receive a reward.
   5. Payment will be made through the normal monthly payroll, and the payment will attract tax and national insurance contributions. The total amount will be spread across two payments, the first being £100 after 6 months of the new colleagues employment, and the second being £150 after 12 months of the new colleagues employment.
   6. The referral form must be received within the first month of the person joining MHA.
   7. The referral form will not be accepted after a month of the new colleague start date.
   8. All recommendations are treated in the strictest confidence and therefore, if MHA decline an application or dismiss someone referred to the organisation, the details will not be discussed with the colleague recommending the friend or acquaintance.
4. Referrals - Standard Operating Procedure
   1. Colleagues and candidates must inform their recruiting manager of that they wish to make a recommend a friend referral as part of the candidates application.
   2. The recruiting manager must complete the recommend a friend referral from (HR4.11a) and send this to [payrollandpensions@mha.org.uk](mailto:payrollandpensions@mha.org.uk) alongside a copy of the candidates application form.
   3. Payroll will require that the referral form be completed in its entirety in order to initiate payment for the colleague who made the recommendation.
   4. If colleagues are unsure of who the recruiting manager for a role is, they can find out by emailing [recruitmentandonboarding@mha.org.uk](mailto:recruitmentandonboarding@mha.org.uk)
5. Roles and Responsibilities

| Role | Responsibilities |
| --- | --- |
| **Recommending Colleagues** | * To let their manager know that they have recommend their friend to work for MHA and to let their manager know the relationship between them. |
| **The Recommended Colleague (Friend)** | * Apply for the role online or via the manual application form that the homes/schemes provide. |
| **Recruiting Manager** | * Fill out the recommend a friend form and send this to the payroll team for processing |
| **Payroll and Pension Compliance Manager** | * Monitor the scheme and ensure that colleagues making successful referrals receive their reward within the agreed timescales. * Decide whether payments are applicable are at the discretion of the Payroll and Pension Compliance Manager. |
| **Executive Leadership Team (ELT)** | * To regularly review the payment incentive for successfully recommending a friend. |

1. Monitoring
   1. Compliance is assessed through direct observation, monitoring, and supervision of our colleagues.
   2. This scheme may be withdrawn at the discretion of MHA at any time. MHA reserves the right to review and change the positions included in the scheme.
2. Communication and Dissemination
   1. This policy is disseminated and implemented within all MHA services through MHA’s channels of communication.
   2. Each colleague’s line manager must ensure that all teams are aware of their roles, responsibilities.
   3. This policy will be available to the people we support and their representatives in alternate formats, as required.
   4. Any review of this policy will include consultation with our colleagues, review of support planning, incident reports, quality audits and feedback from other agencies.
   5. Queries and issues relating to this policy should be referred to the Standards and Policy Team [policies@mha.org.uk](mailto:policies@mha.org.uk)
3. EDI Impact Assessments
   1. Equality, Diversity, and Impact Assessment to be confirmed.
4. Resources
   1. MHA policy documents, procedures, and guidance:
   * Recommend a Friend Referral Form
   * Disclosing Relationships at Work Policy and Procedure
5. Appendices

Appendix 1 **-** Recommend a Friend Referral Form [HR4.1a]

Appendix 1: Recommend a Friend Referral Form [HR4.1a]

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommending Colleagues Details** | | | |
| **Name** |  | **Position** |  |
| **Department** |  | **Relationship to Candidate** |  |
| **Candidate Details** | | | |
| **Name** |  | **Address** |  |
| **Phone Number** |  | **Job Title** (applying for) |  |
| **Department** |  | **Closing Date** |  |
| **For Recruiting Manager** | | | |
| **Date form received** |  | **Candidate outcome** (inc. start date if successful) |  |
| **Date 1st payment to be made** (£100 after 6 months) |  | **Date 2nd payment to be made** (£150 after 12 months) |  |
| **Recruiting Manager Name** |  | **Recruiting Manager Sign** |  |
| **Payroll Name** |  | **Payroll Sign** |  |

1. Version Control

| Version | Version Date | Revision Description / Summary of Changes | Author and Review Panel | Next Review Date |
| --- | --- | --- | --- | --- |
| 4 | January 2024 | * Regular compliance review. * Referral initiative standardised to £250 (previously £500 for nurses). * The initiative now excludes volunteering positions and relief positions. | Author   * Talent Officer * Standards and Policy Manager   Review Panel   * Head of Talent Acquisition and Shared Services | January 2027 |
| 5 | February 2025 | * Reformatted in line with MHA’s standard policy template. | Author   * Standards and Policy Manager | January 2027 |