



HEXAGON

Employee Referral Policy

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1. Introduction

The purpose of the policy is to encourage our employees to position HCCI (R&D India) to prospective employees and to refer/recommend suitable candidates for available job positions in the organization. It also defines criteria and process to suitably reward employees for their effort, if the employee-referred candidate is selected and the candidate joins the company, after going through the due process.

2. Scope & Eligibility

- ❖ All full-time employees, except CEC & HR are eligible for a referral bonus.
- ❖ Managers are eligible to refer talent except for the team they belong to.
- ❖ Referral bonus is applicable for candidates having a minimum of 1 year of relevant experience.

3. Guidelines

For each candidate who joins, after following the selection procedure, the referring employee shall be entitled for a referral amount as follows:

Band	Referral Amount
7, 8 & 9 (For Individual Contributors)	INR 30,000
6	INR 40,000
5 and above	INR 50,000

- ❖ The receipt of Referral Amount is subject to deduction of tax at source.
- ❖ The referring employee will be eligible to receive the referral amount, even if he/she has resigned and is serving a notice period. However, the employee will not be paid the referral amount, if he/she has been relieved, from the services of the company before the date of joining of the new employee.

The referral amount is subject to change at the discretion and business requirement of the organization without any obligation.

4. Procedure

4.1 Job Openings Information

The Talent Acquisition (TA) will post all staffing requirements on the Internal Career page. These will indicate the qualification, skill, and experience requirement for various positions. Employees are encouraged to refer good, qualified candidates.

4.2 Referral

An employee may refer a candidate's resume to The TA team for consideration via the job posting link available on the Internal Career page. The TA team will maintain the employee referral record and the referred candidate's resume separately to process the referral status and reward, against the open Requisition number to which the employee has referred the candidate. Employee will be able to track the progress of each referral in the Referral Tracking Dashboard.

4.3 Short-listing

The TA Team will have the final authority for shortlisting all the referrals, based on the organization's requirements.

4.4 Disclosure

The TA Team or the employee shall not divulge the referral information till the final selection of the candidate.

4.5 Selection

Once a referral is shortlisted by the TA Team and sent to the concerned Manager for further consideration, the candidate will go through the laid down selection procedure applicable for all selections, and no exception will be made.

4.6 Referral Tracking

In the Referral Tracking Dashboard, employee will be able to track the progress of each referral.

- Referrals will populate with those who were hired.
- Earning Potential shows your potential payout.
- In Overall Referral Progress, a snapshot of information appears for each candidate.

No reasons for rejection will be provided.

4.7 Reward

The TA Team will arrange to disburse the referral amount, to the employee in the following payroll month, post 30 days of joining of the referred candidate.

5. Policy Administration & Exceptions

The Human Resources Department will be responsible and final arbiter for administering this policy.

6. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	12 Sep 2023	Updating policy to revised format	Manoj PATLOORI	Nousheen Khan
1.1	7-May-2024	Extending referral bonus eligibility to all FTEs, excluding CEC & HR. This is effective 1 st June 2024	Manoj PATLOORI	Nousheen Khan
1.2	26-Aug-2024	Band wise referral amounts updated, effective 1 st September 2024	Vinay Potta	Nousheen Khan
1.3	12-Nov-2024	Included the Referral Tracking Portal details, effective 7 th Oct 2024	Vinay Potta	Nousheen Khan