

## Employee Referral Policy

### Policy brief and purpose

Our **Employee Referral Policy** explains important aspects of our employee referral procedures. We OpenSpace place great importance on referrals because we trust our employees know what's best for our company. We want to make this process as smooth as possible for our employees and those who they refer.

### Scope:

This Employee Referral Policy applies to everyone who is working with **Openspace** and refers a candidate to our company.

### Employee Referral Bonus Policy:

We provide the following bonus to thanks are current employees for providing referrals to us.

1. Employee Referral Policy amount will be paid to employees when Candidate completes 3 months from Joining date.
2. Minimum 5000 or Maximum 5% of CTC (whichever is higher) will be applicable as referral bonus.
3. If two or more employees refer the same candidate, only the first referrer will receive their referral bonus.
4. You will not be applicable for the Referral Bonus policy if you resign in between the completion of 3 months of your referred candidate.

### Who can be referred..?

We have three conditions for candidates who can qualify you for our bonus policy. They should:

- Have not applied to our company for at least a year.
- Be hired as Permanent full time employees (not as temporary employees or contractors.)
- Referrers are still eligible for rewards even if a candidate is hired at a later time or gets hired for another position.

### Note

Please notify HR as soon as you are aware that one of your referral has applied to the company so that you get potential credit for that referral.