**Policy on Employee Referral**

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| **Date of Policy Creation** | 18th of April 2022 |
| **Policy Number** | SS003/V1.0 |
| **Date of Effectiveness** | 1st May 2022 - 31st July 2022 |
| **Location** | PAN India |

The purpose of employee referral policy is to encourage current employees, through rewards, to refer qualified candidates for jobs in our organization. Below is the policy and the steps to follow for referring a potential candidate.

**Scope:** This policy is applicable to all employees of SightSpectrum. Referral bonus will be paid as mentioned below.

**Eligibility:** Referral Policy is applicable only for referring “Technical Resources”

**Referral Fee for Technical Resources:**

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| **Position for Division** | **Yrs. of Exp** | **Vanilla Skills** | **Niche Skills** |
| Technical Resources | 0-3 | 0 | 0 |
| 3-5 | 4,000 | 6,000 |
| 5-8 | 6,000 | 8,000 |
| 8-12 | 8,000 | 10,000 |
| 12+ | 10,000 | 15,000 |

**Policy:**

* There is no limit to the number of referrals an employee can provide
* Technical Resources cannot be referred by the Talent Acquisition employees**.**
* Employees will be eligible for a referral fee based on the position offered to the referral
* Payment to the employee will be made only after completing 90 days of service by the referral
* The referral fee will be paid only if both the referral and referrer are active employees of the company at any time of the pay-out. An employee in notice period is also considered eligible for the pay-out
* The referral fee will be paid along with the salary for the respective month and will be shown as “RE.FEE” in the pay slip
* Referral policy is not applicable for any skills other than Technical.
* Referral and the Referee needs to have known each other either directly or known connect

**General Instructions to Follow:**

**Process:**

* Employees should share the resume of eligible candidates at [referrals@sightspectrum.com](mailto:referrals@sightspectrum.com)
* HR will screen the resume and share them with the respective hiring team
* Referred candidates will go through SightSpectrum interview process
* Post selection & offer, referrer will be intimated on the same with tentative DOJ

**Referrals will not be accepted if:**

* Resume has already been submitted directly by the applicant
* Resume has already been sent to Human Resources by an employment agency / or sources by hiring team
* Resume has already been submitted by another employee (1st submission will be considered)
* The referral program is not applicable to walk-in interviews unless the employee reference is done a day before the candidate walks-in

**Warning:**

If SightSpectrum find’s any malpractice in referring candidates, necessary action will be taken. All escalations related to this policy should be reported to HR team.

* Interaction with random walk-ins and asking them to refer your name for benefits
* If a reference is got from another employee and shared for their benefit
* If the referral leaves the company soon after completing 90 days, a strict screening process will be followed for such referrers

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| 1 | Created By  Date of Creation  Signoff By | Department of Human Resources  18th of April 2022  Vijaya R (Chief People Officer) |
| 2 | Reviewed By  Date of Review  Date of Approval | Vinod Kumar (Founder)  18th of April 2022  19th of April 2022 |