

The Employee Referral Policy

VERSION 1.1

RELEASED ON

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Version & Date	Policy Owner	Change Description
1.0- 2019	HR Department	Initial Release
1.1 - 2022	HR Department	Update clause on Page 4

The Employee Referral Policy

OBJECTIVE:

To encourage employee participation in organization building by evaluating prospective talents referred by them who apart from being trustworthy, are quality resources with adequate domain knowledge, against a current or future openings.

POLICY APPLICABILITY

This policy is applicable to all employees of IN2IT Technologies and its subsidiaries worldwide.

DEFINITIONS:

“**Company**” shall refer to IN2IT Technologies and its subsidiaries

“**Reporting Manager**” “**RM**” shall refer to an employee who by nature of the work assigned to him exercises supervisory control over an employee or a set of employees during the course of duty hours.

“**RMG**” shall mean Resource Management Group

POLICY DETAILS:

Employees are encouraged to refer their friends or other acquaintances for any current or future openings at resume@in2ittech.com .

There are no rewards associated with such referral other than the **Referral Campaigns** which shall be announced from time to time. The rewards will vary depending on the type of resources that are required, and the same may vary in each of the campaigns.

PROCESS:

- All Referrals shall be made to resume@in2ittech.com the same referral shall be valid for six months from the date of submission and shall not be repeated within these six months.
- All referrals must not have shared / Submitted his resume to In2IT / Alphacodes via some other consultants for the last 6 months.
- In case of a referral campaign, job fair, newspaper advertisements, campus hiring the referral procedure and rewards if any will be strictly as per the terms and conditions mentioned in such eventuality.
- Referral of any past colleagues would not be permissible till the completion of 12 months of separation.
- The referrer shall not be part of RMG or associated with the interview panel or anyone who is directly or indirectly involved with the selection criteria.
- In2IT will be rewarding employees once their referred candidate has rendered services for three months.

REFERRAL REWARD

The RMG may come up with referral campaigns from time to time for specialized domain specific resources, with referral rewards. To make the campaign meaningful and effective it shall be for a defined period,

Each of such campaign may carry a reward, and may be targeted at a specific employee band (s), these may be campaign specific and may vary. Each campaign will communicate the terms and conditions along with payout details and campaign validity accordingly.

Disclaimer – The company reserves the right to alter or withdraw this policy either in part or in full based on management's discretion.