

Referral Policy

1. Objective : Employee Referrals is a source to hire good and suitable candidates for the organization. The objective of this policy is to provide an opportunity for our employees to refer trustworthy and appropriate candidates for available positions at Metadologie.

Every opening at Metadologie has a grade associated with it, and the grade at which the candidate is being hired is largely dependent on the seniority and the role of the candidate. The Referral policy at Metadologie is linked to this grading system and accordingly, for every successful referral, employees can receive a referral bonus ranging between INR 7,500- INR 50,000 depending upon the level at which the recruitment happens.

2. Payment of Referral Bonus

A referral bonus is payable along with the salary and is subject to appropriate taxes. Bonus will be paid to eligible employees after the referred candidate completes 6 months working at Metadologie as a full-time employee (not as a Trainee/Intern).

Referral Bonus payment will be released for the referring employee in the next payout cycle that follows the completion of 6 working months of the referred candidate from the commencement of the full-time employment of the referred candidate.

3. Referral Bonus Payout Calculation

Refer to Table 1 at the end of this document.

4. Referral Criteria:

A. In the event an applicant is referred by more than one source; for example, by two employees, the deciding factor will be the date and time of receipt of the referral within the HR department or the hiring manager.

B. A referral bonus is not eligible if the candidate details have already come to the organization by any means in the last 6 months.

C. The referred candidate will have to go through the same recruitment process as anyone else.

D. The employee's involvement is only limited to the submission of the resume. The referring employee is not involved in any other process.

E. The employee will be eligible to receive the bonus points, only when the referred candidate joins the company after going through the selection process and successfully completes six consecutive months of service with the company as a full time employee.

F. No referrals will be considered of candidates who are retirees/rehires.

G. The terms of this policy are subject to review and revision.

5. Procedure of referral

Employees can send in the resumes of suitable candidates to the HR Department by filling the referral form, employees are requested to fetch the form from HR Team.

6. Referral Bonus Payout Eligibility

Only Full-Time employees will be eligible to receive the referral bonus.

Table 1 : Referral Bonus Amount Categorisation

Referred for Designation	Referral Bonus Amount
Associate Developer	INR 7,500
Quality Analyst	INR 7,500
Business Analyst	INR 7,500
Software Developer	INR 15,000
Senior Software Developer	INR 30,000
Quality Analyst Lead	INR 25,000
Senior Business Analyst	INR 20,000
Tech Lead/ Architect	INR 50,000