



Corporate  
Renaissance  
Group

## Employee Referral Policy

Ref: CRG-HR/POL/001  
Version: 2.0  
Wef : 1-Jan-2016

### *Objective:*

To reward Members of CRG who help identify and refer competent talent in order to meet our resource requirements at an optimum cost.

### *Eligibility:*

All CRG Members including trainees on payroll of the Company are covered under this policy. However, this policy is not applicable to HR & Admin (excluding Front Office & Guest Relations), HOD's (M Level), General Managers (G Level) and above of CRG.

Trainees for this purpose will include Management Trainee and Technical Trainee.

### *Procedure:*

A CRG Member may refer individuals who fit the specifications given in job descriptions for the vacancies posted on the Intranet. In case the resume exists in the data bank, the referral process will be terminated.

The CRG Member's involvement is limited only to the submission of the resume and will not in any way be influential in the interview or compensation finalization of the candidate

The referred candidate will undergo the regular recruitment procedure as per the norms and selection will be considered only if met with the requirements of the existing vacant position.

There will be no specific canvassing in case of a referred candidate by both the employee who has referred him and the HR

A referred candidate if selected in the Company, results in the employee being eligible for a monetary reward of **INR. 3000/- per point** as detailed below.

### *Employee Referral Scheme*

Grade	Designation	Band	Points	Reward Amount (INR)
1	Trainees	T	1	3000
2	Contribution / Execution	L & E	2	6000
3	Inflination / Management	M	4	12000
4	GM	G	7	21000

### *Amount Disbursement will be done as follows.*

1. 25 % After 5 Working days of Joining of Candidate
2. 75% on Succesfull completion of 3 Months of Candidate's DOJ