

## **Employee Referral Policy**

### **Introduction**

The PeopleLogic employee referral policy is designed to recognize and reward employees who take the initiative to refer their friends, relatives and acquaintances to join the organization. The employee referral program is an opportunity for the employees to earn extra bonus (employee referral bonus) and be able to contribute in creating the best team of qualified and efficient people, working for the success of the company, making “PeopleLogic” a desirable place to work.

### **Purpose**

To provide corporate guidelines pertaining to employee referrals and employee referral bonus payout.

### **Scope**

All employees for PeopleLogic are eligible for the Employee Referral

### **Terms and conditions**

- All referred candidates will have to go through the normal recruitment process.
- This policy is applicable for full time positions only.
- Employees should not refer to the candidates who have attended the interviews with PeopleLogic in the last six months.
- Referral payment processing will happen along with the payroll processing for the subsequent month from the Date of Joining of the referred employee.
- If the referred employee leaves before completing 90 days, the referral bonus paid will be adjusted against any other payment due to the referee.
- If duplicate referral occurs, the first referral received (based on the date of submission of the resume) will be eligible for payment.
- Credit to a referral of a candidate will be given to the employee for a period of three months from the date of resume received. After three months the resume will be deleted from the database, if not under process, and the employees will not be eligible for referral awards.
- The experience counted will be the relevant experience and will be at the discretion of the selection committee.
- Referral policy is not applicable to direct hires into a team by the Hiring manager or Anchor

#### PROCEDURE:

- The HR department will notify the employees about the vacancies in the company through email from time to time. All jobs eligible under the referral policy are also available in the keka HRMS portal.
- Employees need to upload resumes under the relevant job in Keka HRMS portal - Hiring - IJP tab. Merely forwarding a resume to the HR through email will not be counted as an eligibility to receive a bonus in case of a hire.
- The HR department will acknowledge & intimate about acceptance & rejection of the profile(s) with reason(s).
- If the candidate is selected & appointed HR will inform the same to the concerned employee.
- HR will forward the details to the Accounts Department for payment.
- Accounts Department will check & make the payment along with the payroll for the month

#### Referral Bonus

Experience	Bonus Amount
Freshers	Rs.2500
1 year - 4 years	Rs.4000
5 years - 7 years	Rs.6000

#### Revision History

Amendment Date	Policy Version	Author	Approved By	Nature of Changes
July 2022	Version 2.0	People Team	Management	Updated and converted to new format