



EMPLOYEE REFERRAL POLICY

2021



Employee Referral Policy

1. Objective:

- 1.1. To source quality talent through ARG employees' network and references.
- 1.2. To encourage existing employees to refer suitable candidates from their social networks there by providing them token rewards for assisting the company to broaden its avenues in sourcing qualitative manpower resources.

2. Scope:

- 2.1. This policy covers all employees on the payroll of Anand Rathi Group companies and its subsidiaries.
- 2.2. The company may launch special contests and schemes from time to time for ramp-ups or mass hiring.

3. Referral Process:

- 3.1 All the vacant positions along with the relevant job titles and specifications of the job will be posted on Intrarathi portal.
- 3.2 Employees can refer the candidates with reference to any specific vacancy notified on Intrarathi.
- 3.3 Employees can go to 'refer a referral' page on intranet & provide complete information along with the resume of referred candidate.

4. Reward Eligibility:

All payments under this scheme are subject to a referral being successful and subject to following:

- 4.1. Referral amounts shall be paid only to employees referring candidates with **minimum 1 year of relevant work experience.**
- 4.2. In a case where more than one employee refers the same candidate, the first employee to refer the candidate will receive the award.

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Issue No.

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Effective Date

1st Oct 2021

Revision No.

Date

4.3. The candidate already referred to HR through search companies/ recruitment agencies, responding to any advertisement or any other source will be excluded from the referral program.

4.4. Referral will be valid for 6 months from the date of referrals.

4.5. Any person already working as an outsourced employee in the company, will not be covered under the scheme.

5. Reward Amount and Payment System:

5.1. The referral amount entitlements shall be as mentioned below:

Referral Amount Entitlement	
Grade of the candidate referred	Referral Amount (Rs)
M2 and above	25000
M3 to M6	15000
E1 to E4 and S1 & S2	7500

5.2. The referral amount shall be paid to the referrer on **completion of 3 months** from the date of joining of the candidate referred.

5.3. The employee who has referred and the referee both should be active in the system at the time of referral amount disbursal.

5.4. Such referral amount (subject to deduction of applicable taxes) would get credited along with the salary in the month of disbursal.

6. Exclusions:

6.1. HRD team members, reporting manager (immediate superior) of the referral and employees in grade category of M2 and above are not eligible for referral awards.

6.2. For re-joining of the ex-employee, the referral award will not be applicable.