



31. Referrals Policy

Reviewed By: Melissa Munnich

Review Date: 31st October 2024

At Woodhurst , we recognise the value that our employees bring to the recruitment process through their professional networks. To encourage and reward successful referrals, we have established a Referrals Policy which outlines the conditions and process for eligibility and payment of referral fees. This policies outline below applies to both permanent and temporary employee referrals.



What type of candidate are you referring?



Permanent Candidate Referral



Temporary Candidate Referrals

Process for Referrals

1. **Introduction:** Employees must notify HR of the referral before the candidate enters the hiring process.
2. **Types of referral:** providing HR with the candidate's name and asking HR to reach out directly, the employee can make an introduction via email to HR, or the candidate must mention the referring employee's name during the application stage (explicitly stating they are being referred).

3. **Review and Acknowledgement:** The referral will be reviewed by HR. If the candidate is already known to the company, the employee will be informed that the referral does not qualify for the fee. If the candidate is unaware of the referral, or is unaware of the employee making the referral, the employee will be informed that the referral does not qualify for the fee.
4. **Engagement:** If the candidate is hired, the referring employee will be notified of the successful referral and the referral fee will be processed according to the payment conditions outlined above.

Discretionary Conditions

Woodhurst Consulting Limited reserves the right to modify or terminate this Referrals Policy at any time. The decision to pay a referral fee, including in cases of re-engagement or conversion from temporary to permanent roles, remains at the full discretion of the company.

Contact Information

For any questions or further clarification regarding this policy, employees are encouraged to contact melissa.munnich@woodhurst.com



This Referrals Policy aims to ensure that all employees understand the conditions under which referral fees are paid and to promote a fair and transparent referral process. Thank you for contributing to the growth and success of Woodhurst Consulting Limited through your referrals.