



# Temporary Candidate Referrals

## Referral Fee

We offer a flat referral fee of £100 for each successful temporary employee referral (this includes associates, fixed term contracts, and any other candidate that is not employed by Woodhurst permanently and full-time). This amount is subject to change at any time and is at the discretion of Woodhurst Consulting Limited.

## Eligibility Criteria

1. **Personal or Professional Connection:** The temporary worker referred must be known to the employee personally or professionally. The referring employee must be able to vouch for the candidate's qualifications and fit for the role.
2. **Exclusive Introduction:** The referral must be an introduction that Woodhurst was previously unaware of. Candidates already known to the company will not qualify for a referral fee.
3. **Minimum Employment Period:** The temporary worker must be employed with or through Woodhurst Consulting Limited for a minimum of 4 weeks to qualify for the referral fee.
4. **Conversion to Permanent Role:** If a referred temporary worker transitions to a permanent role at any point during the referring employee's employment, the company will pay the permanent referral fee at its discretion, less the £100 already paid.

## Non-Qualifying Activities

- The referral must not come through a third party; or Woodhurst's Associates Bench; the candidate must be personally or professionally known to the

referring employee.

- The referral must not be a stranger; the candidate must be personally or professionally known to the referring employee.

### **Payment of Referral Fee**

1. **Employment Duration:** The referral fee will be payable after the referred temporary worker has been employed with or through Woodhurst Consulting Limited for a minimum of 4 weeks.
2. **Payment Timing:** The referral fee will be paid in the employee's applicable payslip following the completion of the 4-week employment period, provided this date is before the payroll cut-off (14 days before payday, which is the 25th of the month). If the 4-week period ends after the payroll cut-off, the referral fee will be included in the following month's payslip.