

# **EMPLOYEE REFERRAL POLICY**

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## DOCUMENT REVISION HISTORY

Version Number	Modified Date	Modified By	Changes	Approval Authority
1.4	01/04/2018	Recruitment	Changes to the referral bonus payout timeline	Head, HR

## 1. INTRODUCTION

### 1.1 OBJECTIVE

To state the procedures and guidelines for rewarding those employees of Altran India, who help identify and attract suitable and competent talent in order to meet our resource requirements at an optimum cost and to motivate employees by making them a partner in strategic activities of the organization.

### 1.2 ELIGIBILITY

All employees of Altran Technologies India Private Limited

### 1.3 EXEMPTIONS

The following are ineligible for the referral bonus:

- Members of the senior management team.
- Employees at L5 and above.
- Members of the human resources department.
- Anyone else who is involved in the recruitment process.

## 2. EMPLOYEE REFERRAL GUIDELINES

### 2.1 REFERRAL BONUS

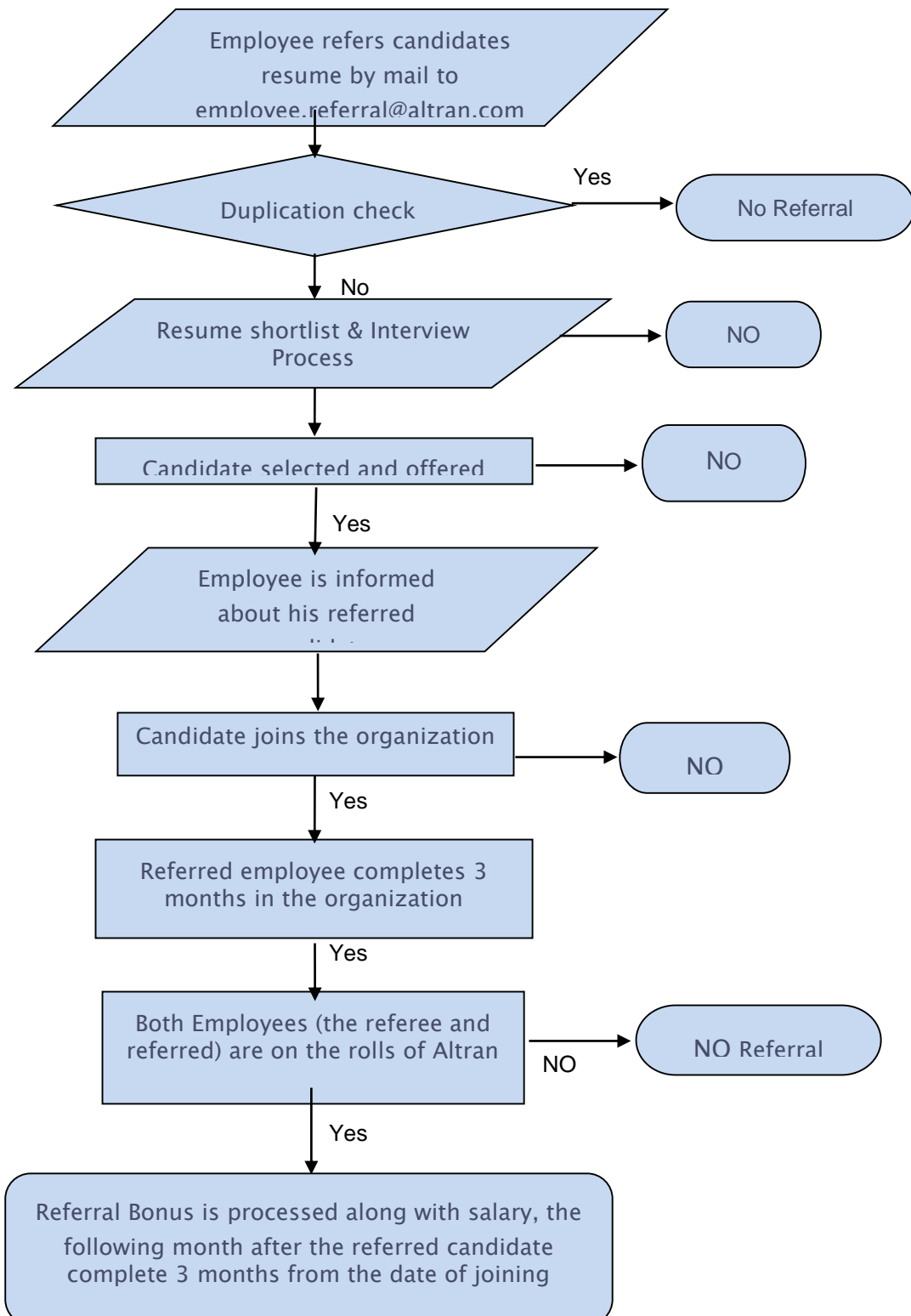
The referral bonus\*, subject to the terms and conditions, is as follows:

Altran Job Levels	Referral Bonus (INR)	Referral Bonus For Women Referrals (INR)	Referral Bonus For Hot Jobs (INR)	Referral Bonus For Hot Jobs For Women Referrals (INR)
L1	25,000	30,000	45,000	50,000
L2	35,000	40,000	55,000	60,000
L3	45,000	50,000	65,000	70,000
L4	55,000	60,000	75,000	80,000
L5	75,000	80,000	95,000	1,00,000

\* No referral bonus for freshers (graduate/post graduate)

## 2.2 EMPLOYEE REFERRAL PROCESS

The referral process is as follows:



## 2.3 TERMS AND CONDITIONS

- The employee should know the person referred personally or professionally.
- The job requirement under 'Hot Jobs' category will be announced by email.
- The referral of women candidates attracts an additional bonus and has been added as a new feature to encourage diversity.
- If the referred candidate is selected and joins Altran, the referral bonus will be processed provided both the employee and the referred candidate are on the roles of the company three months after the date of joining of the referred candidate and none are serving notice period.
- The referral bonus will be processed to the employee along with the salary, in the following month after the referred candidate completes 3 months from the date of joining.
- The referred candidate should have neither applied nor been referred to Altran in the past six months directly or indirectly (through any employee or agency etc.)
- In case the same resume is received from different sources, date and time of the receipt of the resume will be considered, and the person who has sent the resume first will be considered for the reward.
- Re-joining of ex-Altran employees will not attract any referral bonus.
- The referral bonus is taxable as per the provision of Income Tax act.
- The rights for any changes in this policy guideline are reserved with the management and will be communicated to the employees as a revision in the policy through e-mail.

## 3. FAQs

### 3.1 FAQs

#### 1. How do I refer someone?

Share the candidate's resume to the below mail Id  
[employee.referral@altran.com](mailto:employee.referral@altran.com)

#### 2. When will I receive the referral bonus?

The referral bonus will be credited to the employee along with the salary, in the following month after the referred candidate completes 3 months from his date of joining.  
Example: If a referred person joins in January, the referral bonus will be processed along with the salary for April.

#### 3. When will I receive a feedback for the person I have referred?

As and when there is an update on the referred profile, feedback will be provided. Once the person is selected, the employee who referred will be informed about the selection.

#### 4. To whom should I address my concerns regarding referral bonus?

The respective POC for the departments have to be contacted for referral bonus related queries.

#### 5. Is there an upper limit on the number of candidates I can refer?

There is no upper limit on the number of candidates referred.

#### 6. I have referred a woman candidate. What is the referral bonus I'm eligible for?

The referral of a woman candidate attracts an additional amount of INR 5,000 across levels as indicated in clause 2.1. The additional bonus has been added as a new feature to encourage diversity.

## 4. DISCLAIMER

This policy and its contents are confidential and intended solely for the use by employees of Altran Technologies India Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these content to other than the intended recipient / users is strictly prohibited. It is the sole discretion of the Management to change, amend the entire policy and/or its clause/s from time to time and/or withdraw the same, without any notice. This policy supersedes all earlier versions if any