

**Employee Referral Policy**

One Convergence believes employee referrals as an excellent way to obtain qualified candidates for open positions within the company. This policy encourages and awards employees who refer candidates that are hired.

- All regular employees are eligible for employee referral program except HR, Managers, and Directors and above.
- Employees are eligible for referral bonus if the referred employee is hired by the company as a full time employee.
- Referral Bonus is not applicable if referred for temporary, internship or contract positions.
- The referring employee must represent the candidate's first contact with One Convergence.
- To be eligible for a referral bonus, the employee must submit the referred candidates resume to the HR department first.
- In case of a duplication wherein the same candidate is referred / received, the concept of first in would be considered whose information will be shared by HR.
- Any disputes or interpretations of this program will be handled through Human Resources, and all decisions and/or judgments of Human Resources and the Company are final.
- The referral bonus will be paid after the referred candidate completes 6months in One Convergence.
- Referral policy is not applicable towards referring a candidate whose experience is less than a year.
- The referral bonus amount is given below.

Candidate with 01+ years experience to 03 years :	Rs. 15,000
Candidate with 03+ years experience to 08 years :	Rs. 20,000
Candidate with 08+ years experience to 12 years :	Rs. 30,000
Candidate with 12+ years experience and above :	Rs. 40,000

The policy is framed as per the current requirements and needs of the company. Changes in the policy can be made anytime depending upon the need basis whose information would be shared to the employees simultaneously.

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