

## **REFERRAL POLICY & PROCESS**

**SecureKloud Technologies Ltd.**

	<b>ASSOCIATE REFERRAL POLICY &amp; PROCESS</b>	Doc. Version	2.0
		Rev. Date:	15-Feb-21

## Document Control

Prepared by	Reviewed by	Recommended by	Approved by
Work Group – Referral Policy & Process	Middle Management	Department Heads	Executive Vice President

## Document History

Version	Date	Changed By	Description	Status
1.0	2020	Team Human Resource	Original Version	Approved
1.1	01-Feb-21	Work Group	Initial Version	Modified
1.2	12-Feb-21	Department Heads	Modified Version	Modified
2.0	15-Feb-21	Executive Vice President	Recommended Version	Approved

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## Purpose

To follow industry best practices and fair standards in its human resource management procedures, SecureKloud adheres to the following referral policy.

SecureKloud believes its associates who are the real assets of the Organization act as the brand ambassadors for encouraging their friends / acquaintances to join SecureKloud and to reward such members.

## Objective

The objective is to foster a practice, which encourages employees to be an integral source of referring Talent to the SecureKloud team. SecureKloud will reward eligible employees for recommending prospective candidates who are hired for any of the full-time regular positions at SecureKloud.

## Scope

The policy will specify the eligibility, criteria, and rewards and process of referring Talent.

## Applicability

This policy covers all SecureKloud India associates.

## Eligibility

This policy document is for internal circulation in SecureKloud. The rewards are eligible to all Associates of SecureKloud except the following:

- Associates in Team Human Resources
- Senior Managers and above

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## Policy

Associates are encouraged to refer eligible, interested, qualified individuals outside SecureKloud and forward their resumes to Team Human Resource along with the referral form. All individuals referred by Associates will receive the same employment consideration as candidates from other sources.

The Associate will be eligible for the entire incentive if his/ her referred candidate is selected, joins SecureKloud and completes four months in the organization. The incentive is payable only if the Associate is on-rolls in the company and has not submitted their resignation.

In case the same resume has been forwarded by multiple Associates / sources, then the Associate who referred first will be due for incentive. Even if the referral does not get selected against the current posting but is selected against some other opening, the Associate is still eligible for incentive provided the offer to the referral has been made within three months of the Associate referring the candidate.

The referring Associate will neither be in the interview panel nor involved in the decision-making process with respect to the referred candidate.

All information regarding the hiring decision will remain strictly confidential. Any disputes or interpretations of this Associate referral program will be handled through Team Human Resource.

The incentive amount varies as per position which the referred candidate is selected and the amount at each referral level are as follows:

<b>Roles</b>	<b>Band</b>	<b>Incentive</b>
Fresher	B1	Rs.2,500/-
Team Member	B2	Rs.10,000/-
Senior Team Member	B3	Rs.25,000/-
Middle Management	B4 - B5	Rs.50,000/-
Management	B6 - B7	Rs.75,000/-
Senior Management and above	B8 & Above	Rs.100,000/-

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The payment to the Associate (referrer) for a successful referral will be made as follows:

- 50 % of the referral incentive will be paid to the referrer when the first month salary is paid to the new joinee.
- The balance 50 % of the referral incentive will be paid to the referrer when the referred Associate completes four months with the organization.
- The incentive payable is taxable.

Both, the referrer and the new joinee(s) must not have submitted the resignation at the end of 4 months.

## Procedure

Team Human Resource will communicate from time to time via an email mentioning the number and details of open positions. Associates are also encouraged to forward resume of suitable candidates, though not against any specific requirement.

Associates will submit the referral resumes through mail to hr@SecureKloud.com or hard copy of the same directly to Team Human Resource along with the referral form.

Team Human Resource on receiving the profile will:

- Review and validate the resume against existing and future requirements.
- Check and ensure that the profile does not exist or has not been updated in the last six months.
- Send an acknowledgement and confirmation within four working days to the Associate on the suitability of the resume referred.
- The shortlisted resume would be sent to respective Department's Panel for validation against requisition.
- The referred candidate, if short-listed, will undergo the standard SecureKloud selection process.
- The Associate who has referred the candidate will not participate in the selection process.

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- Team Human Resource will follow up on the process and keep the Associate updated after the selection process is complete and a decision is taken on the candidate.
- In case the referred candidate is selected, Team Human Resource will notify the Associate.
- If found unsuitable, the referred candidate will be informed first of the status. Thereafter the associate will be updated on the same.
- If the referred candidate's resume is already available with Team Human Resource, it will not be considered and the same will be communicated to the Associate.
- Team Human Resource will check employment of both the Associate and the referred candidate after four months and advise Accounts to release payments.

## Approving Authority

Any exceptions or deviations from this policy must be approved by the Executive Vice President of the company before such an exception or deviation is made. Any revision of this policy must also be approved by the Executive Vice President before it becomes effective. Any question of interpretation or applicability of any aspect of this policy will be settled by the Head of the Human Resources.

The above policy supersedes all existing policies and procedures prevailing in the Organization and this policy comes into effect from 15-Feb-21.