



# EMPLOYEE REFERRAL POLICY

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**FNF INDIA PRIVATE LIMITED**

**REGD. OFF.: UNIT-401 & 402, BRIGADE TECH GARDEN, BLOCK B-1, 4TH FLOOR, BROOKEFIELD,  
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## Document Summary:

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## Revision History:

Version	Revision	Issue Date	Changes
1	0	10-09-2011	Initial Creation
2	0	01-10-2021	The employee referral policy slabs have been revised and process redefined
2	1	13-07-2022	Author name changed; Designation of recruits under Table 1: Operations, has been updated
2	2	21-07-2022	Referral bonus for voice process has been added
2	3	08-05-2023	Author name changed and Approver Designation has been updated. Added SOC & NOC
2	4	18-08-2023	Author name & FNFI address has been changed

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## **I. Purpose:**

The purpose of the ERP (Employee Referral Policy) is to bring in talented resources referred by existing employees. The idea is to create a process that encourages employees to act as talent ambassadors for FNF India Pvt Ltd (FNFI). The policy aims to outline the eligibility requirements and guidelines of the ERP.

## **II. Scope:**

This policy is applicable to all full time employees on the rolls of FNFI. This is not applicable to internal contract employees and external contract employees.

## **III. Process:**

- HR team will be updating employees through different corporate communications about recruitment drives or relevant openings for the employee referral program
- Employees can refer candidates who meet the job description of open positions and needs to ensure that the employees name and employee number is filled by the referred candidate in the interview application form at the time of interview/ interview process, which will be validated by the Recruitment team and in case of any corrections HR Head approval would be required
- If the referral candidate misses to mention the details of the referrer on the Interview application form/ Interview process, the referral bonus would not be applicable
- The referral bonus is different for each job level and it will be paid as per the timelines mentioned in the below Table (1, 2 and 3)

## **IV. Eligibility and Guidelines:**

- To be eligible for the Employee referral bonus, both the referrer (existing FNFI employee) and referral (the candidate being referred for an open position) must be active in the system at the time of the referral bonus payment
- Employees of all job levels are eligible to refer candidates across verticals. There should be no functional reporting relationship between the referrer and the referral candidate. In case of any Business requirement, if the referral candidate needs to be mapped to the functional reporting line of the referrer then COO/ MD-Country Head/ CTO/ approval would be required
- The referrer would not be considered as part of the Interview Panel for the referral candidate
- Employees would not be eligible for the referral bonus if the referred candidate is a subordinate within the same Team (reporting line)

- If the referral candidate leaves the organization within 6 months, the referral bonus amount will be applicable only as per the 90 days slab (detailed in the below Tables 1, 2 and 3). In case the referral candidate leaves within 3 months, the referral bonus amount will not be applicable
- If the referrer is serving notice period, s/he shall not be eligible for the referral bonus payment
- If the resume of a referred candidate already exists in the HR database and was received either as a direct application or via job portals or placement agencies then the referral bonus will not be considered
- Selection would happen on merit basis only and the referral process would be considered as one of the multiple sourcing options being used by Recruitment Team
- There is no limit to the number of referrals an employee may provide. However, the referral bonus is applicable for open positions only
- The referral bonus will be paid under the Referral Bonus category (on the Payslip) as per the timelines detailed below (in Table 1, 2 & 3) and it is subject to Income tax as per the provisions of the Indian Income Tax Act, 1961
- The referral bonus amount may vary based on any special referral scheme initiated by the HR team – this will be communicated to employees via official corporate communication mailers
- The HR department will send the referral details to the payroll department by the 26th of every month
- In case of mass recruitment drive where the HR has tapped other sources of recruitment like advertisements or college walk-ins, the employee referral scheme will be kept on hold
- In the event of an employee rejoining the organization, the later will be considered as a rehire and not a referral even if it is mentioned in the recruitment form
- Employees of the Talent Acquisition team will not be eligible for the referral bonus program
- Any exception to this policy would have to be approved by the Executive Management
- Employee referral bonus slabs may be revised and are subject to change at the discretion of the Management

**Table 1: Operations\***

Level	Designation of recruits	Total employee referral bonus	Referral bonus amount payable after 90 days of successful completion	Referral bonus amount payable after 180 days of successful completion
L1	Analyst (Fresher) Senior Analyst/ Specialist (irrelevant experience)	INR 2000	INR 2000	NA
L1	Analyst/ Senior Analyst / Specialist (Relevant – Title & Mortgage experience)	INR 10,000	INR 5000	INR 5000
L1	Analyst/Senior Analyst/Specialist (Voice process)	INR 10,000	INR 5000	INR 5000
L2	ATL & TL	INR 20,000	INR 10,000	INR 10,000
L3	AM & Manager	INR 40,000	INR 20,000	INR 20,000
L4	Senior Manger & AVP	INR 80,000	INR 40,000	INR 40,000
L4	VP & Above	INR 160,000	INR 80,000	INR 80,000

**Table 2: Enabling Functions & Audit Services\***

Level	Total employee referral bonus	Referral bonus amount payable after 90 days of successful completion	Referral bonus amount payable after 180 days of successful completion
L1 (Fresher)	INR 2000	INR 2000	NA
L1	INR 10,000	INR 5000	INR 5000
L2	INR 20,000	INR 10,000	INR 10,000
L3	INR 40,000	INR 20,000	INR 20,000
L3 (Senior Manager)	INR 80,000	INR 40,000	INR 40,000
L4 (AVP)	INR 80,000	INR 40,000	INR 40,000
L4 (VP & above)	INR 160,000	INR 80,000	INR 80,000

**Table 2: ADM/NOC/SOC\***

Level	Total employee referral bonus	Referral bonus amount payable after 90 days of successful completion	Referral bonus amount payable after 180 days of successful completion
L1	INR 30,000	INR 15,000	INR 15,000
L2	INR 50,000	INR 25,000	INR 25,000
L3	INR 100,000	INR 50,000	INR 50,000
L4	INR 180,000	INR 90,000	INR 90,000

\* Please refer to the Organization structure document for details on the Levels & Designations.

#### **V. Interpretation:**

- The interpretation of this policy rests exclusively with the Company. The decision of the Company shall be final and binding
- The policy and procedures stated in this document will be interpreted, administered and amended by the company within its sole discretion
- The company reserves an unconditional right to modify, amend or rescind the whole or part of this policy at any time it may deem fit without any notice
- Any matter not specifically covered under the above guidelines or any exceptions shall be referred for discussion with the Executive Management and HR Head

#### **VI. Effective Date:**

The latest policy revision version supersedes all prior revision versions on the subject matter and shall come into force on the date of current version mentioned above.