


	Employee Referral Scheme	HRPO25
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## Document Identification

<b>Title</b>	<b>Employee Referral scheme</b>
<b>Document Id</b>	<b>HRPO25</b>
<b>Revision Number</b>	<b>1.0</b>
<b>Release date</b>	<b>18/01/2013</b>
<b>Status</b>	<b>Released</b>
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<b>Releaser</b>	<b>MR</b>
<b>Confidentiality</b>	<b>Company Internal</b>

## REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
<b>1.0</b>	<b>18/01/2013</b>	<b>Initial Release</b>	<b>Rabindra</b>	<b>Souvik</b>

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## 1. POLICY PURPOSE

The purpose of this policy is to facilitate quick ramp-up of talented professionals into the organisation to meet the staffing requirements

## 2. POLICY SCOPE

All employees of the Company, excluding those directly involved / responsible for recruitment activity. Employees in manager and above grade are entitled to receive referral bonus only when he/she refers a candidate for a department/business group other than his own

## 3. POLICY DESCRIPTION

Employees will be paid referral bonus as per the rates given below for every successful placement they make.

Yrs of Experience for recruited employee	Amount (Indian Rupees)
2 - 5 years	10,000
5 - 10 years	15,000
10 yrs and above	20,000

Employees to qualify for referral shall have minimum years of relevant experience mentioned above. Employees will refer their friends / ex-colleagues who meet the skill requirements of the Company to the HR Department.

HR will assess the suitability of the candidate and will arrange for the test / interview as per recruitment policy of the Company. In the event of a walk-in Interview the employee has to refer the Resume of the candidate appearing for the walk in at least one week prior to the date of walk-in to HR dept, if the referral is made on the date/ venue of Walk-in interview Employee will not be entitled for the Referral Bonus.

Decision to hire the referred candidate will be with the Company. Company will not entertain any form of canvassing for the referred candidate, or entertain any queries regarding the progress of selection process nor will it justify the reasons if a referred candidate is rejected.

Eligible employees will be paid referral bonus through the salary in the 3<sup>rd</sup> month after new employee joins the Company. Any tax incidence on this payout will be borne by the employee.

## 4. POLICY DEPLOYMENT

The HR department based on the requirement will announce the referral scheme time to time with dates by internal communications to all employees to participate in the referral scheme.

The validity of this scheme will be announced from time to time as deemed necessary by the Management.

## 5. POLICY REVIEW

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review