

Employee Referral Policy

Effective Date: October 01, 2021

Eligibility: Fulltime Employee / Interns / Consultants

Purpose of the policy:

Our goal is to create a great team at TrusTrace We would appreciate your effort and contribution towards this goal. You can refer other star performers you know and help us recruit them. As a mark of appreciation, we shall reward you on successful recruitment. Referral bonus depends on the designation/ experience level of the job offered to candidate referred by the employee:

Referral Bonus	Experience Levels
Rs 10,000	CSA - Associates / Sr Associates /Engineers/ Executive; not applicable for freshers
Rs 20,000	Sr Engineers / Tech Leads
Rs 30,000	Manager & Above

In addition to receiving the referral bonus, your effort in making quality referrals (irrespective of whether they join the company) would be considered positively.

Some notes on this program:

- If an individual's resume has come to HR from another source before your referral, it will not be considered as your referral.
- 50% of the bonus will be paid when the referred employee completes one month at TrusTrace and the remaining 50% after that employee completes six months.
- Bonus would be added to your gross compensation and appropriate TDS will apply.
- At the time when a bonus payment is due, if the referred employee has indicated his intent to leave the company, the bonus payment decision will be at management's discretion.
- If this program is modified, it only impacts referrals made after the modification date, irrespective of the date of joining of the referred candidates.
- HR /Managers and above do not qualify (Referring candidates is part of their performance goals towards making TrusTrace best place to work for!

HRD reserves the rights to interpret, alter, revoke or terminate this program in its entirety or any portion there on at any time. If you have any queries or comments about the employee referral program, please contact HR@trustrace.com

Version Control: Version 1.0

Process Owner: HR Team is the functional owners & Finance team is the operational owner.