

UFINITY PTE LTD	Title: Staff Referral Incentive Scheme	
	Revision Date: 1 st April 2021 Effective Date: 1 st April 2021	Doc No.: UF-HR-P02-01 Rev No.: 03
	Prepared by: Serene Teng Human Resource Executive	Approved by: Tong Sau Loon Chief Executive Officer

1. OBJECTIVE

- 1.1 The company recognizes referral of applicants by our employees as an effective source of recruiting new hires into the organisation.
- 1.2 This policy is established to encourage staff to refer candidates to join Ufinity workforce.

2. TERMS AND CONDITIONS OF ELIGIBILITY

- 2.1 Staff referral incentive scheme is open to all staff, except the following:
 - Employees from Human Resources
 - Head of Departments and/or Management Team Members reporting to the CEO
 - Employees who are senior to and in direct reporting relationship to the hiring manager
 - The hiring manager
 - Temporary staff or Contractors

3. REFERRAL FEE

- 3.1 The referral fee amount is S\$1,000.00 per successful candidate for all level jobs.

4. REFERRAL FEE PAID OUT PERIOD

- 4.1 The referral fee will be paid out to the referring employee into 2 phases.
- 4.2 The 2 phases of paid out are:
 - 1st payment: 50% of the total referral fee amount upon the new hire's confirmation.
Eg. New hire's commencement date of employment falls in January and he/she is confirmed in March. The referring staff will receive 1st payment in April.
 - 2nd payment: 50% of the balance amount once the new hire has completed 2 months of service after the probation.
Eg. When the new hire has completed 2 months of service after probation which is in the month of May. The referring staff will receive final payment in June.

- 4.3. In the event should the new hire resigned or is being terminated during his/her probation period, the referring staff will not be eligible for the referral fee.
- 4.4. If the new hire is confirmed and he/she resigned or is being terminated before completing 2 months of service after probation, the referring staff will not receive the balance amount of referral fee (i.e. 2nd phase of payment).
- 4.5. Should the referring staff resign or is being terminated during the period when the referral fee payout is due, he/she will not receive the payment.
- 4.6. In the event when two or more active employees refer the same individual, the incentive will be paid to the employee who is most directly responsible for the referral. In cases where there cannot be a clear contributing referral, the award will be shared equally between the parties.
- 4.7. This policy of staff referral incentive scheme is subjected to the full compliance of the terms and conditions. The referral fee is subjected to review from time to time.

5. PROCEDURE

- 5.1 Ufinity staff who wish to refer or recommend an external candidate, please forward the candidate's resume via email to: hr@ufinity.com
- 5.2 During the interview, the candidate that is referred by Ufinity staff must state the name of the Ufinity staff in the application form.
- 5.3 HR will process the 1st and 2nd phase of payment by filling up the duly signed SRI Scheme form when the new hire is confirmed and has completed 2 months of service after probation respectively.