



Employee Referral Policy

1. Purpose

To state the procedures and guidelines for rewarding employees who help to identify and attract suitable and competent talents to iClick.

2. Eligibility

All Full-Time Employees or Interns below M4 grade who submit a referral that results in a Full-Time Employee hire are eligible for Referral Bonus.

3. Exemptions

- (1) Employees who are involved in the hiring decision process for the referred position. Ex: BU / Function Heads, hiring managers of the referred position, and HRs.
- (2) Referral/Referee who are not with iClick when it's time for referral bonus payout.
- (3) If the referred candidate was iClicker and resigned within 6 months, referee won't be eligible for Referral Bonus.

4. Referral process

- (1) Employees (referees) should send CV of referred candidate to HR via email, and provide reason of recommendation;
- (2) In any case the referred candidates are already in interviewing or hiring process, HR should inform the referee right after receiving referrals; and this referral won't be sustained;
- (3) HR and hiring managers follow regular interview process to assess if referred candidates fit to job openings;
- (4) Once the referred candidates are hired by iClick and pass probation evaluation, country HRs should submit the referral bonus payout request to HR Head for approval, and referral bonus will be paid in the following payroll accordingly.
- (5) Any referral without email submission as record won't be entitled for referral bonus.

5. Ownership

Referrals can only be referred by one iClicker at a time, and ownership expires six (6) months after referral submission. If duplicate referrals occur, the first referral received (based on the date of submission to HRs) will constitute ownership and eligibility.

6. Referral Bonus Parameters

- (1) Referral bonus parameters are designed based on job nature and job grade. For cross-region referrals, referral bonus should be paid based on referees' payroll location.
- (2) All referral bonuses are subject to taxes as applicable.



- (3) Tech/Product positions refer to developer, data analyst, data scientist, project manager in Technology team, and Product Management, Product Marketing in Product team. General positions refer to other positions that are not categorized to Technology or Product positions.

Job Grade		IC1- IC3	IC4-IC5, M1-M2	IC6-IC7, M3-M4
CN	General position	RMB 1,000	RMB 3,500	RMB 8,000
	Tech/Product position	RMB 2,000	RMB 5,000	RMB 8,000
HK	General position	HKD 1,500	HKD 4,500	HKD 10,000
	Tech/Product position	HKD 2,500	HKD 6,500	HKD 10,000
SG	General position	SGD 300	SGD 800	SGD 1,800
	Tech/Product position	SGD 600	SGD 1,200	SGD 1,800

7. HR reserves the right to interpret and update this policy when needed.



内部推荐奖励办法

1. 目的

为奖励员工推荐适任人选加入 iClick, 及明确员工推荐的流程和原则, 特制订本办法。

2. 适用范围

所有爱点击M4以下(不含M4)正式员工及实习生, 如推荐的人选获聘雇为iClick正式员工者, 皆符合员工推荐奖金之申请资格。

3. 推荐原则

- (1) 参与被推荐职务聘用决策的员工不适用本办法。如: BU/Function 主管、用人部门主管及 HR。
- (2) 推荐或被推荐员工于推荐奖金发放时已离职者, 不适用本办法。
- (3) 若被推荐人曾于六个月内任职于爱点击者, 不适用本办法。

4. 推荐程序

- (1) 推荐者需将被推荐者的简历 email 给 HR, 并说明推荐理由;
- (2) 倘若被推荐的候选人已在面试流程中或将被聘用, 则 HR 应以 email 通知推荐者;
- (3) HR 及用人主管依面试流程决定该名候选人是否适任于现有开放职缺;
- (4) 被推荐若为爱点击所聘用并通过试用期考核, 则各办公室 HR 应以 email 寄出推荐奖金发放申请给 HR head, 并取得其审批。推荐奖金应于审批流程完成后的近期薪资中发出。
- (6) 任何缺乏电子邮件为凭的推荐, 将丧失领取员工推荐奖金的权利。

5. 推荐所有权

一个候选人一次只能接受一位 iClick 员工的推荐, 员工于发送推荐电邮给 HR 当日起, 享有 6 个月的推荐所有权。如有重复推荐的个案产生, 则第一位推荐候选人的员工(以寄送给 HR 的电子邮件为凭)拥有推荐所有权及相关权益。

6. 推荐奖金额度

- (1) 员工推荐奖金的制订是根据工作性质及工作职等进行划分。如有跨区域推荐时, 推荐奖金应根据推荐人的薪资发放所在地作为发放奖金的依据与标准。
- (2) 所有的推荐奖金都应依法扣税。



- (3) 技术/产品职位为工程师、数据分析师、数据科学家、技术部门中的项目经理、产品部门中的产品管理及产品营销等职务。常规职位为非技术或产品相关的职务。

Job level		IC1- IC3	IC4-IC5, M1-M2	IC6-IC7, M3-M4
CN	常规职位	RMB 1, 000	RMB 3, 500	RMB 8, 000
	技术/产品职位	RMB 2, 000	RMB 5, 000	RMB 8, 000
HK	常规职位	HKD 1, 500	HKD 4, 500	HKD 10, 000
	技术/产品职位	HKD 2, 500	HKD 6, 500	HKD 10, 000
SG	常规职位	SGD 300	SGD 800	SGD 1, 800
	技术/产品职位	SGD 600	SGD 1, 200	SGD 1, 800

7. 本办法由人力资源部制订并负责解释及修改。