

Employee Referral Policy and Standard Operating Procedure (SOP) for UJustBe and UJustConnect

Purpose: The purpose of this Employee Referral Policy is to encourage and reciprocate employees for referring authentic candidates for various job roles within UJustBe and UJustConnect, thereby contributing towards the organization's talent acquisition efforts.

Scope: This policy applies to all employees of UJustBe and UJustConnect who refer candidates for open positions within the organization.

Policy:

1. Eligibility for Referrals:

- All employees of UJustBe and UJustConnect are eligible to participate in the employee referral program, except those directly involved in the hiring process, such as HR personnel, managers and only those team leads who are directly responsible for the hiring decision for the respective referred position.

2. Referral Process:

- Employees should refer candidates by sending an email to **hr@ujustbe.com** with the following details:
 - **Candidate's Name:**
 - **Contact Number:**
 - **Email ID:**
 - **Current Location:**
 - **Current Work Status:** (Active/Notice Period/Resigned)
 - **Relationship with Candidate:**
 - **Brief Overview of Candidate's Profile:** (Experience, skills, suitability for the role, etc.)

3. Contribution Reciprocation:

- A referral contribution criteria will be as below:
 - Positions below Executive grade: **Rs 2000/-**
 - Positions of Executive and above grade: **Rs 5000/-**

4. Eligibility for Contribution Reciprocation:

- A referral contribution will be paid to the employee only if the following conditions are met:
 - The referred candidate is successfully onboarded and completes a minimum of three (3) months of continuous service.
 - The employee, who has given the referral, is still employed with UJustBe or UJustConnect at the time of the candidate's three-month service completion.

5. Additional Conditions:

- **Duplicate Referrals:** If the same candidate is referred by multiple employees, the contribution reciprocation will be granted to the employee who referred the candidate first, based on the timestamp of the email received by HR.
- **Pre-existing Candidates:** If a referred candidate is already in the company's recruitment database as on 31-Aug-2024, has applied independently within the past six months, or has been previously referred by another employee, no referral reward will be provided.

6. Confidentiality and Ethical Considerations:

- Employees must maintain confidentiality regarding the referral process and should not share sensitive information about candidates or the hiring process outside the organization.
- Employees are encouraged to refer only those candidates to whom they have assessed as a good fit for the organization's culture and met the job requirements.

7. Exclusions:

- Referrals of temporary or contract employees, interns, or freelancers are not eligible for the referral reward.
- Self-referrals and referrals of immediate family members (spouse, children, parents, or siblings) are not eligible for the contribution reciprocation.

8. Payment Process:

- The contribution reciprocation will be processed and included in the employee's monthly salary after the referred candidate completes three months of service.
- The payment will be subject to applicable taxes as per government regulations.

Standard Operating Procedure (SOP):

1. Referral Submission:

- The open positions will be communicated to employees on time-to-time basis by the HR.
- Employee identifies a potential candidate who fits an open position within the organization.
- The employee submits the referral via email to **hr@ujustbe.com** with all required details as outlined in the policy.

2. HR Review:

- The HR department reviews the referral details to ensure completeness and checks if the candidate is already in the recruitment database.
- HR confirms the receipt of the referral with the referring employee via email.

3. Recruitment Process:

- The referred candidate is evaluated through the standard recruitment process, including interviews and assessments.
- HR keeps the referring employee informed of the candidate's progress through the recruitment stages.

4. Onboarding and Monitoring:

- If the referred candidate is selected, they go through the standard onboarding process.
- HR monitors the candidate's progress and tracks the completion of the three-month service period.

5. Contribution Reciprocation Processing:

- Once the candidate completes three months of service, HR initiates the referral reward process.
- The referral reward is processed in the referring employee's next payroll cycle.

6. Record Keeping:

- HR maintains a record of all referrals and rewards distributed under the referral program for audit and review purposes.

Review and Amendments:

- This policy will be reviewed at pre-defined period to ensure that it remains relevant and aligned with organizational objective.
- Amendments to this policy can be made at the discretion of the HR department, with prior approval from senior management.

This policy and SOP aim to streamline the employee referral process, ensuring transparency and fairness while recognizing and rewarding employees' contributions to talent acquisition.