

## **1. REFERENCE POLICY**

**REF NO: HR/CIR/4/ APRIL/2018**

This policy attracts sales team to bring good candidates to the company. References are intended to provide factual information and performance of an individual and will stick for some time

## **EMPLOYEE REFERRAL POLICY - SALES**

### **Procedure:**

1. This policy is applicable for Sales Recruitment only.
2. All Staff, except those who are working in the HR Department are eligible for the referral fees on referring a candidate to the HR department for recruitment at Elite Group of Companies
3. In order to be eligible for the payout for referral fee, referred candidates must:
  - a) Be personally known to the employee who refers him/her.
  - b) Be a new referral not a candidate already in the HR database
4. The referrer needs to fill up the employee referral form and submit to the HR department before the recruitment process begins. Referral forms can be obtained from the HR Department.
5. The referred candidate will undergo the standard recruitment process designated for the particular position. Recruitment will be based on the available vacancy at that point of time.
6. If the referred candidate is hired, the referrer is eligible to claim a referral fee as per the parameters defined below.

## **Parameters**

The following is the referral fee applicable under this policy:

<b>Sl. No.</b>	<b>Level at which the referred candidate joins</b>	<b>Referral Fee to the Referrer</b>
<b>1</b>	<b>ASM</b>	<b>Rs. 7500</b>
<b>2</b>	<b>TSM</b>	<b>Rs. 5000</b>
<b>3</b>	<b>TSE</b>	<b>Rs. 4000</b>
<b>4</b>	<b>Below TSE (Assistant, Sales coordinator, Merchandiser , Delivery boy ,Sales promoter, Depot staff)</b>	<b>Rs. 2500</b>

7. The payment to the referrer for a successful recruitment is made as follows –
  - a) 50 % of the referral fee will be paid to referrer, after the referee has been in the employment of the company for a period of 2 months.
  - b) The remaining 50 % of the referral fee will be paid to referrer, after the referee has been confirmed in the company.
8. The referrer must be employed with Elite Group of Companies on the payroll for this payment to be made. The payment will become due to the referrer on the next regular salary date.
9. The employee referral compensation amount is subject to change at any time without notice based on the organization's needs.