



EMPLOYEE REFERRAL POLICY

DOCUMENT DETAILS

Document Name	Employee Referral Policy
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Document Approved by	Prosenjit Das
Document Version No	1.4
Document Release Date	
Last Review Date	10 th Jan, 2025
Next Review Date	

CHANGE RECORD

S. No	Revision Date	Description of Change	Version no	Reviewed by	Approved by
1.	1st Mar, 2016	Created Policy	1.0	Gaurav Singh	Gaurav Singh
2.	7th Feb, 2018	Policy Update	1.1	Snigdha Joglekar	Gaurav Singh
3.	23 rd Jul, 2019	Policy Update	1.2	Sneha Goud	Prosenjit Das
4.	12 th July, 2022	Updated Levels	1.3	Zara Morghade	Prosenjit Das
5	11 th Jan, 2024	Policy Modified	1.4	Juhi Dewre	Kiran Satpute

Review: This document shall be reviewed once a year or at the time of any major change in the existing environment affecting policies and procedures, whichever is earlier.

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Purpose

A company's greatest advocate is its employees, and we place great importance on referrals because we trust our employees know what's best for our company.

We at Parkar believe that diversity in the workplace inspires employees to perform to their highest ability. We, therefore, encourage candidates not only from various backgrounds, skills, cultures but also, encourage referrals of women candidates to expand our gender diversity quotient at Parkar.

Guidelines**India guidelines**

- The hiring of a referred associate must occur within six months of the initial referral date.
- In case 2 or associates refer to the same candidate, the first associate to refer will be eligible for the referral bonus provided the referee is shortlisted.
- All referrals will be evaluated as per Parkar's evaluation process.
- Once a referral is hired and completes 90 calendar days of service, the referee will receive the referral bonus along with that month's salary, provided the referee and the referral are effectively employed (on rolls) at Parkar, on the date of disbursement.
- The policy is applicable only when candidates are hired for a permanent position excluding GTE's. Associates in Level 9 and above and HR team members at Parkar would not be eligible to participate in the program; however, they may refer candidates for vacant positions. Associates can refer candidates who have worked with Parkar in the past; provided there is a minimum gap of 12 months from the date of separation for the rehire cases, else the associate will not qualify for the referral amount.
- The associate who refers the candidate would not be allowed to be a part of the interview / selection process

The following is the referral bonus:

India Hiring

LEVEL	MALE	FEMALE
L9, L10, L11	INR 60,000	INR 65,000
L7, L8	INR 50,000	INR 55,000
L3, L4, L5, L6	INR 40,000	INR 45,000
L1, L2	INR 30,000	INR 35,000

*The Referral Bonus is subject to tax deduction as per the income tax rules.

Onshore Guidelines

- An onshore referral bonus is applicable for W2/FTE's hiring only.
- The hiring of a referred associate must occur within six months of the initial referral date.
- In case 2 or associates refer to the same candidate, the first associate to refer will be eligible for the referral bonus provided the referee is shortlisted.
- All referrals will be evaluated as per Parkar's evaluation process.
- Once a referral is hired and completes 90 calendar days of service, the referee will receive the referral bonus along with that month's salary, provided the referee and the referral are effectively employed (on rolls) at Parkar, on the date of disbursement.
- Associates in Level 9 and above and HR team members at Parkar would not be eligible to participate in the program; however, they may refer candidates for vacant positions.
- The associate who refers to the candidate would not be allowed to be a part of the interview / selection process.

The following is the referral bonus:

Onshore Hiring

Up to Project Manager/ Architect	USD 500
Above Project Manager / Architect	USD 1000

*The Referral Bonus is subject to tax deduction as per the income tax rules.

Process

- India Talent Acquisition team (TA) / US India Talent Acquisition team will publish the list of open positions once in every month and on need basis.
- The associate can send an email to the email id mentioned in the communication.
- The TA SPOC will check the CV and provide feedback to the associate.

Escalation Matrix

Level 1	TA SPOC
Level 2	TA Manager
Level 3	HR Head

Violation of Policy

All associates are obligated to report violations of this policy to hrops@Parkar.digital immediately. The HR Head and Finance Head must approve any exceptions to this policy in advance.

Document Owner and Approval

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff in a secured centralized location with appropriate access control.