Employee Referral Policy

The Employee Referral Bonus Program will provide an incentive award to a current employee who brings new talent to the company by referring applicants who are selected and successfully employed.

**Applicant** - Applicants are candidates not currently employed with **KL University**. Referred applicants cannot be current employees of **KL University** in any capacity, to include temporary, time-limited project or contract employees.

**Referring Employee** - All employees in regular full-time or part-time positions are eligible to receive a referral bonus.

**Referral Bonus Amount** – A referral bonus will be paid to employee who refers an applicant who is selected and successfully employed in a position. The referring employee must be with **KL University** for **6 Months (180 days**) employment. Payment of the Referral Bonus will be applied to the next pay period. All bonuses paid under this program are subject to tax withholding. Bonuses are paid if the prospect is hired within 9 months from the referral date.

Referral bonus will **₹10,000** for **Ph. D Awarded** and **₹5,000** for **Ph.D Submitted / Registered profiles**

**Referral Process** – To qualify for the referral amount, the Employee must share the referral profiles to [**employeereferral@kluniversity.in**](mailto:employeereferral@kluniversity.in)Email Id, So the Human Resources dept can segregate.

**Referral Bonus Eligibility Criteria** - Employees are reminded that **KL University** does not hire spouses or close relatives for any position that would involve a supervisor-subordinate relationship or otherwise create the appearance of a conflict of interest. No referral bonuses are paid for referrals of candidates who are retirees, rehires, or persons returning from a leave of absence. To be eligible for the referral-bonus payments described above, both employees must be in good standing with **KL University**. Additionally, to avoid possible conflicts of interest, referral bonuses are not paid for job candidates referred by management officials or employees working in the Human Resources Department. **KL University** reserves the right to deny bonus payments to any employee who improperly makes promises or assurances of employment to prospective or actual candidates, or otherwise engages in improper or inappropriate conduct related to this program or other workplace activities. The terms of this program are subject to review and revision.