

1. Introduction

- 1.1 The <<Company Name>> [with the exception of <<state job title e.g. HR>> the direct hiring manager]
- 1.2 The Company will pay <<state amount>> to any employee who introduces a job candidate who is subsequently employed by the Company as a result of that introduction, on the terms

2. Aims of the Policy

- 2.1 To encourage existing employees to introduce potential candidates for vacancies within the Company.

3. Terms of Employee Referral

- 3.1 The Company will pay <<state amount>> to any employee who introduces a job candidate who is subsequently employed by the Company as a result of that introduction.
- 3.2 The referral bonus will be payable on the satisfactory completion of the referred employee's probationary period provided that the referred employee is still employed by the company at the time the bonus is due.
- 3.3 [The bonus will be reduced for part time roles.] <<state amount>> OR amount>> in respect of
- 3.4 The referral bonus is subject to the employee making insurance contributions.
- 3.5 [Any referral must be for a specific vacancy. Speculative introductions will not qualify.]
- 3.6 The new employee must be employed by the company within <<state period e.g. 12 months>> of the date the referral is received.
- 3.7 The new employee must have been employed by the company within <<state period e.g. 12 months>> of the date the referral is received.
- 3.8 Employees making a referral must be employed by the Company at the time the referral is made. The bonus payment is due. [When the referred employee's contract of employment is underpinned by the employer) at the time the bonus is due to be paid, the Company reserves the right not to pay the bonus.]
- 3.9 The employee referral scheme may be amended or cancelled at any time.

4. Procedure

- 4.1 The employee who is making the referral should attach to his or her CV a covering letter stating the name of the vacancy. The letter should be addressed to <<state job title e.g. HR>> and headed 'Employee Referral Scheme'.

4.2 Only one employee can receive a bonus in respect of a referred employee.

4.3 No retrospective application of the policy in respect of applications for the employee referral scheme.

This policy has been approved & signed by:

Name: <<Insert Full Name>>

Position: <<Insert Position Title>>

Date: <<Date>>

Signature:

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