

Employee Referral Policy

Employee referral programs are among the most reliable ways to find new talent. [Name of the Company](#) believes that current employees understand best what the ideal candidate looks like. This policy guides employees who find a suitable candidate and want to refer them.

Purpose

This policy rewards employees who help identify and refer capable talent, so that we meet our hiring needs at the lowest reasonable cost.

Scope

This policy covers all employees of [Name of the Company](#), except Functional Heads, HODs, the HR team, and anyone involved in, or able to influence, the recruitment of the candidate.

Guidelines

Employees may refer people who match the job description for a notified vacancy.

A referred candidate goes through the regular recruitment process and is selected only if they meet the requirements of the vacancy.

The referring employee's role is limited to submitting the resume. They must not try to influence the selection process or the candidate's compensation.

Rules and Procedure

- i. HR announces vacancies open to the referral scheme through the HR system.
- ii. Candidates can be referred only for notified vacancies, and must strictly meet the criteria in the vacancy notice.
- iii. Referrals must be made through the HR system only.
- iv. Get the candidate's consent before forwarding their resume to HR.
- v. The employee earns bonus points only when the referred candidate joins after going through the selection process and completes three consecutive months of service.
- vi. If the referred candidate is hired on a project or assignment-based fixed-term contract of at least one year that is likely to become regular employment, the bonus points are paid once the candidate completes training.
- vii. The referring employee must not be part of the candidate's selection process in any way.
- viii. A candidate who has already applied in response to an advertisement, been referred by a recruitment agency, or applied on their own in the year before the vacancy was notified does not count as a referral.

- ix. If the same resume comes from more than one employee, the date and time of receipt decide it, and the first sender is eligible for the bonus.
- x. If the resume is already in the data bank, the employee is not eligible for a referral bonus.
- xi. Rehiring an ex-employee earns no bonus.
- xii. A referred candidate must not have been through the company's interview process in the last six months.
- xiii. No benefit is credited for referring freshers, campus hires or candidates with less than 12 months of relevant experience.

Referral Bonus Points

Level	Referred for designation	Referral bonus points*
3	Executive; Officer	Number of points
2	Assistant Manager; Deputy Manager; Manager	Number of points
1	Sr. Manager; Dy. General Manager; Asst. General Manager	Number of points

* One referral bonus point equals [Amount](#) Indian rupees.

Exception

The company may modify, amend or change these terms at any time to meet business or statutory requirements.

If there is any doubt, the Head HR's interpretation is final. No exception is permitted without specific written approval from the Head HR.