

This policy can be made available in different formats, for example, in larger print, Braille or audio-format. It may also be made available in other languages as appropriate.



# blue triangle

## Recruitment Referral Bonus Scheme Policy

23 September 2022

### Our Mission Statement

*“To empower people to thrive.”*

### Revision history

Rev No.	Rev. Date	Consultation Requirements	Lead Officer	Committee	Approved by COM	Review Due:
0	Sep 22	New Policy	GL	D&C	24/11/2022	Nov '25

### Chairperson

Signed:

Dated: 24<sup>th</sup> November 2022

### Chief Executive Officer

Signed:

Dated: 24<sup>th</sup> November 2022

The organisation will pay an introduction bonus of £200 to any member of staff who introduces a job candidate who is subsequently employed by the organisation as a result of that introduction, provided that all the terms of this policy are satisfied.

The bonus will be paid on successful completion of the new employee's probation period.

The bonus will be reduced where the new employee is recruited on a part-time basis.

Only one introduction bonus will be paid for each new employee hired. If more than one eligible employee refers the same successful job applicant, the introduction bonus will be paid to the employee whose name is submitted first in line with the procedure.

The introduction bonus is subject to tax and national insurance deductions.

There is no limit on the number of referrals that an employee can make. However, any referral must be in connection with a specific vacancy.

## **Terms**

For a member of staff to receive the introduction bonus the following terms must be satisfied:

- ▲ The new employee must be recruited to a permanent job with the organisation.
- ▲ The new employee must be recruited within one year of the date the referral application is received although not necessarily into the specific position for which they were recommended.
- ▲ Both the introducing employee and the new employee must be employed by the organisation at the time of payment. Where either party's contract of employment is under notice of termination (whether given by the employer or the employee) at the time the payment is due, the organisation retains full discretion not to pay the bonus.
- ▲ The new employee must not have been employed by the organisation previously/within the last two years.
- ▲ The new employee must not have applied for the same job independently or been referred by another source such as a recruitment agency and must not have applied for another position within the organisation within the past year.
- ▲ The introducing employee must not be a recruiting manager or any other employee involved in the relevant recruitment process.

## **Procedure**

The job candidate must advise the People Team in writing stating the name of the referring employee and that the job application is being submitted under the recruitment referral bonus scheme.

Note: it is important that the referring employee is mentioned as such in the initial correspondence from the job applicant. No retrospective recruitment referral applications can be accepted.

The People Team will notify all referring employees/successful referring employees only of the outcome of their application.