**ROUTE23 - Recruitment referral bonus scheme policy**

Purpose

The purpose of this policy is to reward employees for introducing a friend, family member or known contact into the Company, who is subsequently recruited.

The Company’s responsibilities

The Company will ensure that all referred candidates experience the same fair, rigorous application and selection process, in accordance with standard recruitment guidelines.

All applications will be treated in the strictest confidence in compliance with relevant employment legislation.

The Company will ensure that the appropriate referral bonus is paid in accordance with the terms of the policy.

The referrer will receive confirmation once the candidate has commenced employment, detailing the reward due and the date it will be paid.

**Confidentiality**

The privacy and confidentiality of the selection process is paramount and the Company will not disclose any information about the candidate’s progress to the referring employee.

**Eligibility**

Only permanent or fixed-term employees are eligible to make referrals, unless you are a Company Director in which case you are not eligible to a referral bonus.

To be eligible to receive the referral bonus, the referring employee must be in employment with the Company on the date that the bonus is due to be paid. If the referring employee is under notice to leave the employment of the Company on the date that the bonus is due to be paid then no bonus will be payable.

The referred candidate must not have been previously employed by the Company or be someone the Directors are already in contact with, but it can be someone who the directors are aware of. If you are the key initiator of the referred person joining and this is backed by the relevant Director, then you will be eligible for the referral fee.

The employee making the referral must pass the name of the referred candidate as well as either a CV or tangible info and a method to contact the individual.

All claims for a referral bonus must be submitted to the Operations Director before the referred candidate commences employment with the Company

If there are any disputes, the Managing Director’s decision will be final.

**Referral bonus**

The amounts payable under the Company referrals policy are dependent on the job role taken up with the Company by the referred candidate, which is as follows;

* Consultant - £300
* Senior Consultant - £500
* Principle Recruiter - £1000
* Billing Manager - £2000
* Divisional Director / Head of - £3000

The payment date is the first available payroll date after the referred candidate has successfully completed their probation period after six months’ service.

All bonuses are paid as gross amounts and are subject to applicable deductions.