

# **Strata Service Solutions Ltd**

## **1 Aims of the policy**

1.1 This policy has been introduced in order to incentivise our current employees to use their personal and professional networks to recommend Strata as a great place to work.

## **2 Key principles**

2.1 The employee referral scheme enables employees (including those on fixed term contracts) to receive an introduction bonus where they introduce a friend, family member or other personal contact to the Company ("the referred person") as a job applicant and the referred person is then subsequently recruited and employed by the Company as a result of that introduction.

2.2 Under the terms of the employee referral scheme, where you introduce the referred person to the Company for prospective employment (for a permanent or fixed term contract either full or part time) and, having gone through the recruitment process, they are offered employment by the Company which they accept, you will be entitled to receive an introduction bonus of £500 (net payment) upon the referred person successfully completing their probationary period, or any extended probationary period.

2.3 There is no limit on the number of referred person referrals that you can make. However, any referral must be in connection with a specific job vacancy.

2.4 The employee referral scheme does not enable referred persons to bypass normal recruitment procedures. The recruitment process will continue to comply with the provisions of the Company's equal opportunities policy and will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications.

2.5 Only one introduction bonus will be paid for each referred person recruited. If more than one employee refers the same successful job applicant, the introduction bonus will be paid to the employee whose referral application is received first.

## **3 Process**

3.1 When applying for the specific job vacancy, the referred person should either attach to their CV a covering letter that states your name as the referring employee or or make this clear on the application form in the appropriate space provided for this purpose.

3.2 All referral applications made under the employee referral scheme will be treated in the strictest confidence. The recruitment and selection process is also confidential and therefore you will not be given any information about the progress of the referred person's application.

3.3 All referral applications made under the employee referral scheme will be Where the job is offered to the referred person and they accept that offer of employment, once the referred person commences employment with the Company, you will be advised of the introduction bonus due and the date it will be paid if the referred person successfully completes their probationary period, or any extended probationary period. The payment date is the next available payroll date after the referred person has successfully completed their probationary period, or any extended probationary period.

3.4 All introduction bonuses are paid in the same way as salary using our payroll system. An introduction bonus will not, however, be payable in any of the following circumstances:

- the referred person has previously been employed by the Company, or has previously applied for another job in the Company within the past year
- the referred person applied for the same job independently, or was referred first by an employment agency or business
- the referred person declines the Company's offer of employment
- the referred person resigns from the Company's employment either during or at the end of their probationary period (or either during or at the end of any extended probationary period)
- the referred person is dismissed by the Company for whatever reason either during or at the end of their probationary period (or either during or at the end of any extended probationary period)
- you or the referred person are serving notice either by resignation or dismissal on the date that the introduction bonus is due to be paid
- you or the referred person are no longer in the employment of the Company on the date that the introduction bonus is due to be paid
- you are a manager or employee involved in the relevant recruitment process for the job.

## **4. Policy Status**

4.1 The availability of the employee referral scheme is entirely at the Company's discretion. The Company reserves the right, at any time, to change the applicable amount of introduction bonus (including decreasing the amount), to amend the terms of the employee referral scheme or to completely withdraw the employee referral scheme.