



## Refer-a-Friend Scheme

### 1. Introduction

This policy has been created to encourage existing employees to recommend excellent external candidates for staff and managerial positions. If selected for interview the referred candidate will, along with any other suitable candidates, undertake the organisation's selection process. The referred candidate will only be appointed if it is deemed that they are the most suitable person for the role.

### 2. Scope

This policy applies to all full time or part time employees at all locations within Crossroads Together.

### 3. Principles

Assuming all of the terms and conditions of this scheme are met, if the referred candidate is recruited for permanent or fixed term contract position, the referrer will receive by way of a "thank you" a payment of £100 following the successful completion of their induction period and a further £200 on successful completion of their sixth month probationary period. In addition this the referred employee will receive £50 following the successful completion of their induction period and a further £100 on successful completion of their sixth month probationary period. This monetary reward will only be received providing that both the referred and the referring employee are still employed within the business at that time.

**Please note:** As bank workers are not 'employees' then they would not qualify for the employee referral payments.

The monetary reward payment will be paid to both referrer and referee via their salary in the month following the achieved milestones. Please note this payment will be subject to Income Tax and National Insurance deductions.

The referral amount is subject to change and will be reviewed 1 April each year. Crossroads Together reserve the right to make changes to this policy and its monetary rewards at any time and without notice. However all those that have been employed prior to the change will still receive the amount applicable at the time of appointment. The date the employee is hired will determine the appropriate payment amount.

#### 4. Exclusions and Ineligibility to participate

The following exclusions apply under this employee referral scheme:

- Referral for voluntary roles, temporary agency staff, bank or contractor type vacancies (not employed directly) are excluded from this scheme
- Vacancies for fixed term contracts of less than six months do not qualify for participation in this scheme.
- Any employee making the referral and involved in the recruitment and selection of the referred, must be accompanied by another Manager assisting in the recruitment and selection and the final decision making.

#### 5. Procedure

To ensure consistency with other policies referred candidates must apply for the vacancy through the normal Crossroads Together recruitment and selection process.

The candidate must state in writing (on application) the name of the Crossroads Together employee who has referred them, this should be confirmed in writing by the Crossroads Together employee at the point of application.

Should the referred candidate not be selected for employment at the time of their initial application, the eligibility for an employee referral voucher payment will remain for a period of 1 year from the initial referral.

Should a situation arise when a candidate applies directly to the organisation prior to referral, or is known to the organisation and their details held on file, the referrer will not be eligible for the referral payment