



KINDUZ

**Employee Referral Policy**

<http://www.kinduz.com/>

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# EMPLOYEE REFERRAL POLICY

## OVERVIEW

An employee Referral Program is a company based initiative. Every employee should understand the benefits, track the result of referred candidates, reward successful referrals and discourage referrals spams. If you know someone who you think would be a great addition to our organization and they meet the qualifications for an existing open requisition you could refer the candidate to the organization.

## SCOPE

This policy is applicable to all Interns, Employees Contractors and Sub contractors (herein after referred to as associates) of the Organisation.

The policy encourages the employee to refer quality applicants for critical positions and reward them when referrals are hired.

## POLICY

This policy:

- Applies only to the referral of candidate who are hired as full time employees of the organization. It does not apply to candidates who are hired as contractor, investor, or partner.
- All candidates will be evaluated for employment consistent with our organization's policies and procedures.
- All information regarding the hiring decision will remain strictly confidential
- Employees who refer an external candidate for employment are eligible to receive an incentive as follows:

Designation Hired	One Time Incentive Applicable
Intern, Associate Consultant	Rs. 2500/-
Consultant, Senior Consultant	Rs. 5000/-
Lead Consultant, Principal Consultant	Rs. 7500/-

- Once a candidate is hired and completes 90 calendar days of service with the organization, the employee responsible for the referral can claim the referral incentive.
- The onus of claiming the referral incentive is on the employee who has referred the candidate. In order to claim the incentive, associate should send claim requests by email to [admin@lassibsociety.org](mailto:admin@lassibsociety.org)

## EFFECTIVE DATE

This policy comes into force from 1<sup>st</sup> January 2015.