



Recruitment Referral Bonus Scheme Policy

Purpose

The Company encourages employees to refer a friend, family member or known contact for employment at the Company. The purpose of this policy is to set out the reward arrangements for making a successful recruitment referral.

The Company's responsibilities

All candidates referred by existing employees will receive a fair, robust application process in accordance with the Company's standard recruitment practices. Applications will be treated in the strictest confidence in compliance with relevant employment legislation.

An employee who has successfully referred another individual (in other words, the referred individual is subsequently recruited by the Company) will be informed that this has taken place, alongside details of the date of commencement of employment and amount of reward payment to be made.

All employees are permitted to take part in this reward scheme, including both permanent and fixed-term employees.

The reward

In order to receive the reward, the following criteria must be met:

- the referring employee must be employed by the Company on the date the reward payment falls payable and
- the referred individual cannot be an ex-employee of the Company
- the referred individual must have successfully completed three month's service.

The reward will be paid in the next normal payroll run once the three month service criteria has been met. The reward is paid gross and subject to all normal deductions.

The company reserves the right to withdraw or amend this reward scheme with no prior notice.