



Recruitment Referral Scheme Policy

We wish to encourage staff to recommend the organisation to people they know either socially or through your networks. In particular this interaction may lead to people joining the charity who may not have looked at us before. We are therefore introduced recruitment referral scheme.

We will pay an introduction bonus of £1000 to any member of staff who introduces a job candidate who is subsequently employed by the Charity as a result of that introduction, provided that all the terms of this policy are satisfied.

The bonus will be paid when the new employee has completed their probation period, usually six months' continuous service.

There are some conditions to allow this to run properly – see below- otherwise the procedure is straightforward.

Procedure:

The **job candidate** should attach to his/her CV a covering letter that clearly states the name of the referring employee and that the job application is being submitted under the recruitment referral scheme, and submit this to the human resources department. Note: it is important that the referring employee is mentioned as such in the initial correspondence from the job applicant. No retrospective recruitment referral applications can be accepted.

The **referring employee** should send an email marked "Employee referral" to HR indicating: the name of the employee, the role they have referred to them. The human resources department will notify all referring employees/successful referring employees only of the outcome of their application.

Conditions

1. Only one introduction bonus will be paid for each new employee hired. If more than one eligible employee refers the same successful job applicant, the introduction bonus will be paid to the employee whose name is submitted first in line with the procedure.
2. The introduction bonus is subject to tax and national insurance deductions.
3. There is no limit on the number of referrals that an employee can make. However, any referral must be in connection with a specific vacancy.
4. Terms: For a member of staff to receive the introduction bonus the following terms must be satisfied:
 - a) The new employee must be recruited within six months of the date the referral application is received.

- b) Both the introducing employee and the new employee *must* be employed by the Charity at the time of payment.
 - c) The new employee must not have been employed by the Charity previously.
 - d) The new employee must not have applied for the same job independently or been referred by another source such as a recruitment agency.
 - e) The introducing employee must not be a recruiting manager or any other employee involved in the relevant recruitment process. The introducing employee must not be a member of the human resources department.
5. The recruitment referral scheme is non-contractual. It may be discontinued at the discretion of the HR department.
 6. All introduction bonuses must be approved by the Human Resources Department.
 7. Once approved, all introduction bonuses are subject to appropriate Tax and NI deductions.

Key Legislation

- None

Revised February 2020, November 2021.