

Employee Referral Programme Policy (HQ Hires)

Global Policy – Version 2, July 2022

Great people know great people! And as we continue to grow, we want you to help us level-up HQ teams. With incredible line-ups around the globe who Take Pride in their work, you may know just the right candidate who will bring the same qualities and expertise to the company. We all have networks of brilliant people that can and should be tapped into! This policy ensures that you are rewarded when candidates you recommend are successful and offered a role within the Elevate business.

The Reward: Level 1 – General*

If we end up hiring your referred candidate, you are eligible for a 750 GBP cash reward. Rewards for fixed term contracts between 6-12 months are limited to 500 GBP, and 250 GBP if less than 6 months.

Rules for Level 1 Reward:**

- There is no cap on the number of referrals an employee can make
- If two or more employees refer the same candidate, only the first referrer will receive their referral rewards
- Referrers are still eligible for rewards even if a candidate is hired at a later time or gets hired for another position
- Reward is given once the candidate has completed 3 months continuous service and has successfully passed any applicable probationary period
- Referral fee payment will be subject to local taxes as well as any other required deductions
- You will not qualify for the reward if either you or the company serve notice of termination before the referred employee has completed 3 months continuous service and successfully passed any applicable probationary period

The Reward: Level 2 – Professional*

An opportunity for a greater reward If we end up hiring your referred candidate whom you know in a professional capacity full time. For example, they are an expert in the field and/or you have worked with them directly. You are eligible for a 1250 GBP cash reward. Rewards for any other contract type or insufficient proof will revert to the terms set in “The Reward: Level 1 – General”.

Rules for Level 2 Reward** (in addition to “The Reward: Level 1 – General”)

- The candidate must know the referrer in a professional capacity
- The candidate must have worked with the referrer for a minimum of 30 days
- Proof must be provided: written reference from the employer you’ve both work at on company letterhead or stamped

*Local rates will apply according to the exchange rate at the time the reward is paid.

**The referrer will be notified in writing of the final decision and the company’s decision is final.



Who can participate in our employee referral program?

Employees are not entitled to a referral fee if:

- If you are the final decision maker of the hire
- The candidate is already known to the business (including a member of our Staffing Database) or is in a process for another opportunity with Elevate
- The candidate has been previously employed by Elevate
- They are for freelance, internship, field, casual or brand ambassador roles
- A recruiter is being paid for the hire

Your nominations are valid for 6 months from the date of submission after which they will expire. No notification will be forwarded to the referring employee or candidate once the 6 months has expired.

Read on if you would like to understand the process.

Process

As new positions become available within the business, we may choose to advertise this opportunity via our social media pages. You are encouraged to share these posts, using your common sense when deciding where is and isn't suitable to repost.

Our company may use an online form or a platform where employees may refer candidates. You can also reach out directly to the Hiring Manager with referrals.

Recruiters/Hiring Managers

Please ensure you specify how you would like candidates to apply for this role by either providing an email address or redirecting them to company website

Referrers

If you know someone who you think may be suitable for a role in our Company, in order to be eligible for the scheme, you must:

- Direct your referring candidate to the application link provided by the recruiter/hiring manager or our company website where they should apply on-line for the vacancy in question, attaching their CV
- Ensure your referring candidate clearly states the name of the referring employee on their application. It is your responsibility to inform them of this requirement
- Feedback on the success of a referred application via the scheme will only ever be disclosed to the applying party, and never the referrer
- HR will notify successful referring employees only of the outcome of the application at the end of the recruitment process and when a decision has been made and accepted

Generally, we encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.





This policy is effective from 14.07.2022 (DD.MM.YY) and cannot be backdated.

We may change our referral reward programme over time to add more interesting incentives. We also reserve the right to abolish certain rewards if they prove ineffective or inefficient at our sole discretion. We'll communicate any change clearly and timely. Employees who referred candidates before a reward was abolished will still receive the appropriate reward.

We'd like to remind our employees that we are an equal opportunity employer and do not discriminate against protected characteristics. We guarantee that all candidates will be given the same consideration and will pass through our established procedures. For further information, or for any queries relating to this policy, please contact us [here](#).

The company reserves its right to amend or withdraw this policy at any time at the Company's discretion.

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