



# REFERRAL PROCESS

## Policy brief & purpose

Important features of our employee referral procedures are explained in our Employee Referral Program Policy. We value referrals because we trust our staff to know what is best for our business. We want this process to be as smooth as possible for our staff, associates and recommended candidates.

## Scope

This Employee Referral Program Policy applies to everyone who refers a candidate to our company.

## Components of policy

What is a referral bonus for employees and contractors?

Every referrer will receive a reward from our company. Please feel free to refer to someone who you believe would be a good fit for a position with our organization. You are eligible for a GBP 500 referral incentive if we hire the candidate you suggested.

Additional award guidelines:

- We promise to payout awards after completion [Three month] of the date we recruited a candidate, in the next invoicing cycle.
- There is no limit to how many references a single employee can make. All awards will be given out in a timely manner.
- Only the first referrer will receive referral rewards if two or more workers

will refer to the same candidate.

- Even if a candidate is hired later or for a different role, referrers are still eligible for rewards.
- Referrer should be on company payroll or contract at the time referral bonus pay-out. Referral bonus can vary based on Urgency of the role

## Who is eligible to take part in our employee referral programme?

Except for the following personnel, all employees are eligible to participate in our recommendation programme (the employee who takes part in the referral scheme must be currently working the company)

- Management at the top (CEO, Managing Director.)
- Recruiters and hiring managers for positions they're looking to fill.
- It's important to remember that recruiting managers can't refer someone for a job for which they are directly or indirectly responsible. They can, however, refer someone for a job in a different department, office, or function. Executives and senior management are exempt from this rule. This needs to be agreed with the management and will be dealt with on a case-by-case basis.

Employees may suggest candidates to our organization via an online form or platform. Referrals can also be sent directly to our [HR/recruiters/Talent Acquisition Manager].

Keep in mind that the rewards you receive may be taxed. For additional information, please contact HR or our referral programme manager ([hr@agico.co.uk](mailto:hr@agico.co.uk)).

We may alter our referral bonus programme in the future to include more appealing rewards. We also reserve the right to eliminate particular incentives if they are shown to be useless or inefficient. Any changes will be communicated clearly and promptly. We'd want to remind our employees that we're an equal opportunity employer who doesn't discriminate based on protected characteristics. In the employment process, our referred applicants may be given priority. We ensure that all candidates will be treated equally and will go through the same screening process.