

# ERP (Employee Referral Program) Policy

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Version 1.1

**Launch Date of Policy:** 1<sup>st</sup> November 2014

**Policy version:**

**Effective Date:**

Version 1.0

1<sup>st</sup> November 2014

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**OBJECTIVE:**

To state the procedures and guidelines for rewarding those employees of the Organization who help, identify and attract suitable and competent talent in order to meet our resource requirements.

**ELIGIBILITY:**

All current employees of CresTech Software Systems Pvt. Ltd including trainees who are on rolls of the company are covered under this policy.

**EXEMPTIONS:****Following employees are not eligible to get benefit under ERP policy:**

- ✦ Members of the Senior Management Team – including Group Managers and BU Heads.
- ✦ Members of the Human Resources Department.
- ✦ Anyone else who is involved in the recruitment process.

**PROCEDURE:**

- ✦ Employee may refer individuals who fit the specifications given in job descriptions for vacant positions which Human Resources posts from time to time. In case the resume is already available in the data bank, the referral will not be considered under ERP policy.
- ✦ The referrer needs to fill up the employee referral form and submit to the HR department once the referred person get selected and join the Organization. Referral forms can be obtained from the intranet under Policies.
- ✦ The employee's role will be limited to the submission of the resume of the candidate. After this the regular process of short listing and interviews will be applied to the referrals also.
- ✦ The employee making the referral will not in any way be involved with the interview or salary fixation of the candidate.
- ✦ Selection to the referred by any employee would be made only after going through the selection process, as per recruitment procedures.
- ✦ No specific canvassing will be allowed in case of a referred candidate by both the employee who referred him and the HR.
- ✦ If the referred candidate is hired, the referrer is eligible to claim a referral bonus as per the parameters defined in Referral Mail.

**PARAMETERS:**

The referral amount will be decided by the Organization on the basis of the business requirement and the profile. The Referral money will be paid to the referrer along with the Salary payout of that particular Month wherein the referred candidate completes his/her three months with the Organization.

**TERMS & CONDITIONS:**

- ✦ The referral money will be given only if the newly recruit completes the above mentioned time period with the organization.
- ✦ Both referrer and the referred person shall be active employee and on the roll of the organization at the time of the maturity of referral payout.

**NOTE:**

- ✦ Referral amount and eligibility factors are subject to change based on the profile and the business requirement of the Organization.
- ✦ The Organization shall not enter into any debate with an employee who has unsuccessfully referred a personal contact. In case if any dispute arises, the decision of the Head of Human Resources shall be considered final.
- ✦ All recommendations made by employees must come from their personal contacts / connections and not through any recruitment agency.
- ✦ The Employee Referral Form provided at the end of this policy document, needs to be filled up and submitted in the HR department by the referrer after joining of the referred person.

**Disclaimer:**

CresTech Software Systems Pvt. Ltd. reserves the right in its absolute discretion to abolish the Policy at any time or to alter the terms and conditions. Such discretion may be exercised any time before; during or after the Policy year is completed.

**EMPLOYEE REFERRAL PROGRAM: APPLICATION FORM**

Date: \_\_\_\_\_

**REFERRING EMPLOYEE INFORMATION:**

Name: \_\_\_\_\_ Group: \_\_\_\_\_

Employee Code: \_\_\_\_\_ Business Head: \_\_\_\_\_

**REFERRED CANDIDATE INFORMATION:**

Name: \_\_\_\_\_

Referred Position: \_\_\_\_\_

Group: \_\_\_\_\_

Note: The referring employee should attach referred Candidate's Resume to this completed form and submit to HR.

**FOR HR USE ONLY:**

Date of Referred Candidate Hire: \_\_\_\_\_

Group: \_\_\_\_\_ Position: \_\_\_\_\_

Referral Amount: \_\_\_\_\_

Maturity Date of Referral Amount: \_\_\_\_\_

Referral Amount Disbursal Month: \_\_\_\_\_