| Document: **JB-POLICY-029** | **REFER & EARN (EMPLOYEE REFERRAL) POLICY** |
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# REFER & EARN (EMPLOYEE REFERRAL) POLICY

## Purpose

The purpose of this policy is to enhance our ability to recruit good quality, high calibre people into the Jones Bros business by encouraging and incentivising our employees to introduce talented external candidates to apply for our vacancies. A meaningful reward will become payable to the employee (referrer) if the person introduced (the referral) is subsequently hired into that position and certain conditions are met.

## Scope

The Policy applies to most current employees who refer a candidate to our company.

## Executive Summary

Put simply - we want to attract talented people into the business to make the same sort of positive contribution you do! To facilitate this, we want to encourage all current employees to refer candidates who have the right skills, experience and values to be a great addition to the business.

The business will pay a referral fee to current employees who introduce a candidate who is subsequently employed by the business as a result of that introduction, provided the eligibility criteria listed in this Policy are satisfied.

## Eligibility Criteria

**Vacancy Eligibility.** All vacant roles that are advertised on the company website are eligible for the Employee Referral Scheme with the exception of:

- Work Experience placements
- Apprentice roles
- Higher Apprentice roles
- Graduate roles
- Fixed Term roles of less than 12 months.

**Employee (Referrer) Eligibility.** All current Jones Bros employees, employed directly on either a permanent or fixed term basis can refer candidates, with the exception of:

- Anyone included in the management bonus scheme
- Anyone directly involved in the recruitment process that they are referring a candidate for
- Any employee who is involved in any way in the selection of the referred candidate
- Members of the HR or Recruitment team
- Contract Directors
- Board members.

Those in the excluded groups above are still encouraged to refer but won't be eligible for any payment.

**Candidate (Referral) Eligibility:**

- The referral must represent the candidate's first contact with Jones Bros.
- Candidates must not be:
  - Current Jones Bros employees
  - Any former Jones Bros employees (who may have left employment because of redundancy, dismissal or any other reason)

- Temporary employees who have performed or are performing work for Jones Bros
- Candidates whose applications were submitted for the vacancy through a job advertisement, agency referral, or another direct recruitment activity prior to being received as an employee referral
- Candidates who have joined us from other companies – where as part of the recruitment process we have agreed to repay the costs of any university course sponsorship or professional qualifications

In the event of any disagreement about the eligibility of a candidate for consideration under this scheme, the company's decision will be final.

**Process**

- Current employee checks the current vacancies on the company website
- Recommends any suitable role to their friends or contacts and if interested - asks their friend or contact to send them their CV
- Current employee completes HR-f-018 - Refer & Earn - Employee Referral Form. Alternatively, employee completes PIM Mobile equivalent form HR-a-004 - Refer & Earn - Employee Referral Form.
- Current employee emails the completed referral form and recommended candidate's CV and/or application form to: referrals@jones-bros.com. Alternatively, the PIM Mobile equivalent referral form is submitted via the app (though the CV and application form would still need to be emailed separately).
- HR reviews the completed form and proceeds if satisfied that the eligibility criteria have been satisfied.

**Terms & Conditions**

- There is no limit on the number of referrals that an employee can make. However, any referral must **only** be in connection with a specific advertised vacancy
- Retrospective referral applications will not be accepted. All forms must be received whilst a vacancy is still live
- The business is under no obligation to shortlist or interview referred candidates
- The referred candidate must not already be known to the business or be in a process for another opportunity within the business
- Both referrer and referral must still be employed by the business at the time when any payment is due
- All referral payments shall be subject to deductions for tax and NI
- Feedback on the success of an application referred via the scheme will only ever be disclosed to the applying party and never the referrer
- If the new employee resigns or gives notice before the completion of the 6 month period, the first payment will not be made
- If the new employee resigns or gives notice after completion of the 6 month period but before the 12 month period then the second payment will not be made
- The referral must not have previously worked for Jones Bros
- To ensure continued equal opportunity, applications submitted via employee referrals will be considered no differently than any other applications submitted for a vacancy
- All information regarding any hiring decision will also remain strictly confidential
- If two or more employees refer the same candidate, only the first completed 'Refer & Earn' form received will be recognised as legitimate
- In the event of any disagreement or dispute, the company's decision shall be final.

***Note:** The business reserves the right to discontinue the scheme in its entirety, or alter any element of this scheme at any time subject to our discretion.*

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**Levels of Payment**

Payment levels are role dependent (at the discretion of the business). All standard roles will be paid at level 2 unless otherwise determined by HR during the recruitment process.

All payments made will be subject to normal deductions for tax and National Insurance. Any payments made will not be pensionable.

| **Payment Level** | **Jobs Covered:** | **Payment 1** (after 6 Months) | **Payment 2** (after 12 Months) |
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| 1 | All Standard Roles | £500 (after 6 months) | £500 (after 12 months) |
| 2 | Specialist or Hard to Fill Roles | £1,250 (after 6 months) | £1,250 (after 12 months) |

**Review**

This policy will be reviewed periodically and any changes made communicated to all employees.



Anthony Murphy
Head of HR & Business Management Systems
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