

Recruitment referral bonus scheme policy

This document sets out the Company's policy in relation to the recruitment referral bonus scheme. This scheme is offered on a discretionary basis and as such, the Company reserves the right to amend or withdraw it at any time on reasonable notice.

Employees may recommend a person to the Company for recruitment. A referral bonus will only become payable if the referred person is subsequently recruited, and successfully completes the 'initial period of employment' (see below).

Recommendations cannot be made regarding:

- a former employee, either permanent or agency worker, who has left the organisation in the last 12 months
- a person who has previously been referred for a role with the Company
- a person who has previously applied for a different role with the Company
- a person who is recruited but does not successfully complete their 'initial period of employment'
- a person who has made an application which has been received by the Company before the referral is made

Referrals under this scheme can qualify for both internal & external vacancies, or unsolicited applications.

A copy of the person's CV should be sent to hr@tableplacechairs.com detailing their experience, capabilities, skills etc. Whether the person is shortlisted for an interview is entirely down to them meeting the essential job criteria for the role, as decided by the HR department and/or Hiring Manager. If shortlisted, the person will be sent an invitation to interview. If the Hiring Manager is also the referring employee, then the decision to shortlist to interview will be escalated to a member of the Senior Leadership team to remove the opportunity for bias.

If the referred person is interviewed and accepted for a position, that person must complete six months of service with the Company and pass their probationary review. This is referred to as the 'initial period of employment' and it must be completed to the satisfaction of the line manager for the new starter before the referral bonus can be paid to the referring employee under this scheme.

Issue No:	1	Reviewed by:	Josie Wilde
Date of Issue:	08/09/2022	Reviewed Date:	08/09/2022

Once the referral bonus is due, it will be paid to the referring employee in their next salary payment, subject to normal tax and national insurance deductions.

The referral bonus scheme amounts are:

- £1,000 / €1,182* – Staff
- £2,000 / €2,358* – Management
- £3,000 / €3,538* – Director

*EURO exchange rate dependent

Any disputes about the payment of referrals should be made to the Head of People & Culture who will review the matter and decide whether, and to whom, a referral bonus is payable. That decision will be final.

An employee who refers a person and knowingly misleads the HR department in doing so or refers someone who is not lawfully permitted to take up the role, will be subject to disciplinary action. This will be seen as gross misconduct and could result in termination of employment without notice.

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