

Guiding Content: Candidate Reference and Reward Policy

Thank you for your interest in referring potential candidates for our organization. We appreciate your support in helping us find talented individuals who can contribute to our business. To ensure clarity and transparency, we have implemented the following guidelines regarding candidate references and rewards:

Candidate Interest and Reward Eligibility:

- The referrer will be eligible for a reward only if the preferred candidate expresses genuine interest in the said role. This means that the candidate should actively engage in the application process and demonstrate a genuine desire to pursue the position.
- Once the preferred candidate confirms their interest, their application will be assessed based on our standard selection criteria. Only if they meet the requirements and are selected for the role, will the referrer be eligible for the reward.

Payment Schedule:

- The reward payment will be credited to the referrer after 90 days of the referred candidate's completion of the joining process and successfully completing 90 days of employment with our organization.
- This timeframe allows us to evaluate the candidate's performance and ensure their suitability for the role before rewarding the referrer.

Varying Referral Amounts:

- The referral amount may vary depending on the specific role for which the candidate is being referred. We believe that certain positions may require a higher level of expertise or experience, and accordingly, the reward amount may differ. The exact referral amounts for different roles will be communicated to you at the time of making the reference.

No Contract Required:

- You do not need to enter into a contract with our organization to provide a candidate reference. The referral program is open to individuals who genuinely believe in the skills and potential of the candidates they refer.

Banking and Tax Details:

- **To receive the referral amount, the referrer will be required to provide their banking and tax details. This is necessary for us to process the reward payment accurately and in compliance with applicable laws and regulations. Rest assured that all information shared will be handled confidentially and in accordance with our privacy policy.**

Please note that these guidelines are subject to change, and any modifications to the policy will be communicated to you in a timely manner. We appreciate your understanding and support in adhering to these guidelines as we work together to build a strong and talented team.

If you have any further questions or require clarification, please don't hesitate to reach out to our HR department or designated point of contact.

Thank you for your continued support and contribution to our organization's growth.