

## Employee Referral Policy

### Objective:

Great people usually associate with other great people. Hence, as an organisation, we are widening our hiring focus to expand through our most valuable channel of communication – you, our own employee.

Employee Referral is a source to hire good and suitable candidates. The objective of this policy is to provide an opportunity to our employees to refer suitable and trustworthy candidates for available positions in our organisation.

### Scope and Applicability:

The Employee Referral Program is open to all employees (Excluding HR & Recruitment Team)

Let us call it RAW... Refer and Win program. You refer great candidates, and the organisation gets greater quality hires, enabling the Company to win.

In turn, a cash reward can be yours if the person gets hired. So, you also WIN!

This policy will be effective from 02.05.2023.

As per this policy employees referring a candidate will receive one time referral bonus as per below guidelines: -

Designation	Amount in Rs.
Sr President/ President/Jt. President/ Sr. Vice President/Executive Vice President/Vice president/Dy Vice President/CEO/CXO/COO/CFO	50000
General Manager/ Associate General Manager/Chief General Manager/Sr. Dy. General Manager/Asst. General Manager/ Sr. Manager/ Chief Manager	25000
Chief Manager/Sr. Manager/ Manager/ Dy. Manager/ Asst. Manager/ Divisional Manager/ Zonal Manager/ State Head/ Department Manager/ Associate Manager/Regional Manager	10000
Sr. Executive/Sr. Engineer/Executive/Engineer/Sr. Officer/ Asst. Engineer/Officer/ Sr. Supervisor/Supervisor/Assistant Unit Manager/Unit manager	5000
Branch Heads (Asst. Branch Manager/ Branch Manager/ Senior Branch Manager/ Supervisor/ Junior Executive/ Jr. Officer/ Graduate Engineer Trainee/ Management Trainee.	3000
Field Trainee/Jr. Customer Service Representative /Customer Service Representative (Field Worker)/ Sr. Customer Service Representative (Field Worker)/ Associate (Jr.,Sr.)/ Assistant (Jr.,Sr.)	2000

- On hiring of the candidate and the referral bonus will be paid off to the respective employee, who has successfully referred a candidate, only after the referred candidate completes 120 days in the company or till completion of his provision period which is in the letter. Applicable statutory Income tax will be deducted while making payment.



- The employee making the referral should be on Nipha payroll, at the time when the Referral Bonus is due to be paid.
- No referral payment will be made when the referrer has a direct impact in the hiring decision. For example, in case where the referrer will be the Hiring Manager of the referred candidate or be the part of the selection process.
- The referred candidate must not work currently or worked for Nipha at any point of time in the past as a permanent employee, contractor or on temporary basis.
- A referral will not be considered if the candidate has already been evaluated for a role in Nipha at any point of time in the past.
- A referral will not be eligible if the referred candidate has already been contacted by the HR team or his/her CV has already been received by the HR team from a consultant or any other sources.
- If a candidate is referred by more than one employee, the employee who has referred the candidate first will be eligible for the referral bonus
- Management reserves the right to modify or withdraw the Policy at any point without giving any notice.

**Procedure:**

1. Employee can refer whenever a job posting is announced as per company's requirement or if otherwise the employees think a candidate would be appropriate to work with the organisation. Employee can get the details of the Job availability from the HR team.
2. In order to refer a candidate for hiring the employee need to send the updated resumes to the HR Department.

**Explanation on the policy:**

HR department will be the sole authority to interpret the content of this policy.

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