



# Employee Referral Policy

## *All Services*

This policy refers to a scheme to reward Employees for their proactive actions in recommending other talented individuals into our business. We hope that Employees will refer their family and friends whenever there are suitable opportunities.

This policy forms part of the Quality Management system ISO 9001.

|  |                 |
|--|-----------------|
| Policy Owner:                                  | Human Resources |
| Approved by:                                   | Leadership Team |
| Date approved:                                 | 27/10/2021      |
| Next review date:                              | 27/10/2024      |
| Version No:                                    | 01              |
| Replaces:                                      |                 |
| Associated Procedure and supporting documents: |                 |
|  |                 |
|  |                 |
|  |                 |

All Polaris companies are detailed in the current legal structure

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## Purpose and Objectives

This is a scheme to reward Employees for their proactive actions in recommending other talented individuals into our business. We hope that Employees will refer their family and friends whenever there are suitable opportunities.

## Policy Details

### REFERRAL – FINANCIAL REWARD: £500

The 'Referrer' will receive a £500 bounty payment upon their 'Referral' successfully completing their probationary period via payroll.

If the Referral's probationary period is extended, the payment will not be made until such time as they successfully pass.

If an Employee's probationary period fails, a payment will not be due.

All payments will be made via payroll and will be subject to statutory deductions.

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### POLICY RULES

At the point of payment following the required 6-month probationary period, both the Referral and the Referrer must be employed within the Polaris Group.

The Referral cannot be already known to the organisation and cannot currently be working for the Group in any capacity i.e., as Staff, Self-Employed or as a Carer.

The Referrer must be employed by the Polaris Group on a Permanent or Fixed Term contract.

To ensure that our recruitment process remains impartial and fair, the Referrer can in no way be involved in the interviewing or selection process of anyone they are referring. This includes hiring managers, supervisors, or those working within the HR department.

Senior Managers are not permitted to refer within their own team for any role, and Area Heads and Directors are not permitted to refer into their own business area for any role.

The Referral must be known personally to the Referrer and have their permission before submitting an Employee Referral form.

The Referrer must submit the Employee Referral form to the Recruitment Business Partner prior to, or on the same day as, their Referral applies for the proposed position. **Please note failure to do so will result in your Referral not being accepted through this scheme.**

Should a candidate apply directly to us or through a supplier before a Referral for the same person has been formally received, the Referral will not be accepted.

A Referral can only be recommended by one Referrer. Duplicate Referrals will not be accepted.

There is no limit to the number of Referrals an Employee may make during the course of their employment.

The Referral must be appointed to a Permanent or Fixed Term Contract position within the Group for this policy to apply.

The Referrer must be employed by the Polaris Group on a Permanent or Fixed Term contract at the time the referral payment is due with no pending resignation or live disciplinary action recorded at the time of payment.

We reserve the right to recover any payments if we discover there has been a breach of this policy.

This policy is not intended to be contractually binding. The Company reserves the right to amend and/or withdraw this policy for any reason at any time, including without limitation, to take account of changes in the law, best practice and/or business requirements.

#### HOW TO CLAIM YOUR REFERRAL REWARD

The Referrer must return the Employee Referral Request for Payment Form (Appendix 1) to the Recruitment Business Partner by email to HRadmin@Polariscommunity.co.uk prior to, or on the same day as, the Referral makes their application.

Upon receipt of your Employee Referral form it will be reviewed against the aforementioned rules of this policy and will be subject to the approval of the Head of HR prior to payment being made.

## EMPLOYEE REFERRAL FORM

| <b>Employee Referral Form</b>   |                  |
|---|------------------|
| Your Name:  | Employee Number: |
| Have you submitted a referral previously?   |                  |
| Job Title:  |                  |
| Email:  | Business Name:   |
| Signature:  | Date:            |
|   |                  |
| Name of Referral:   |                  |
| Role/Vacancy this applies to (job title, location and company required):  |                  |
| What is your relationship to this person:   |                  |
| Contact details of referral (phone and/or email):   |                  |
| To comply with GDPR regulations please ensure you gain consent of the person to supply their details before submitting this form. |                  |

Please submit the referral form below to [HRAdmin@Polariscommunity.co.uk](mailto:HRAdmin@Polariscommunity.co.uk)