

White Rose Rugby Ltd
Employee Referral Scheme Policy
1 January 2024

1. Introduction

- 1.1 The White Rose Rugby Ltd Employee Referral Scheme is open to all employees with the exception of senior management / the direct hiring manager for the vacancy.
- 1.2 The Company will pay a referral bonus to any employee who introduces a job candidate who is subsequently employed by the Company as a result of that introduction, on the terms set out below.

2. Aims of the Policy

- 2.1 To encourage existing employees to refer potential candidates for vacancies within the Company.

3. Terms of Employee Referral Scheme

- 3.1 The Company will pay a referral bonus of £250 to any employee who introduces a job candidate who is subsequently employed by the Company as a result of that introduction.
- 3.2 The referral bonus will be paid upon the satisfactory completion of the referred employee's probationary period, provided that the referred employee is still employed by the company when the payment is due.
- 3.3 The bonus will be reduced by 50% in respect of part time roles (less than 20 hours per week).
- 3.4 The referral bonus is subject to tax and national insurance contributions.
- 3.5 Any referral must be in connection with a specific vacancy. Speculative introductions will not qualify.
- 3.6 The new employee must be recruited within 6 months of the date the referral is received.
- 3.7 The new employee must not have been employed by the company within the last 12 months.
- 3.8 Employees making a referral must be directly employed by the Company at the time the referral is made and still be employed by the Company when the payment is due. When either the employee's or the referred employee's contract of employment is under notice of termination (whether given by the employee or the employer) at the time the referral bonus is due to be paid, the Company reserves the right not to pay the bonus.
- 3.9 The employee referral scheme can be amended or cancelled at any time.

4. Procedure

- 4.1 The employee who is being referred should attach to his or her CV a covering letter stating the name of the referring employee. The letter should be addressed to a Director and headed 'Employee Referral Scheme'.
- 4.2 Only one employee can be paid a referral bonus in respect of a referred

employee.

4.3 No retrospective applications can be made in respect of applications for the employee referral scheme.

This policy has been approved & authorised by:

Name: Dave Duxbury

Position: Director

Date: 1 January 2024

Signature: 