**Employee Referral Program Policy**

**[Company Name]**

This Employee Referral Program Policy (“Policy”) is designed to provide clear guidelines on how the company’s employee referral program works and make the process more consistent and convenient for all involved. The aim of the program is to attract qualified candidates to fill roles across [Company Name] via our employee network. A commitment to diversity, equity, inclusion and belonging is integrated into the program’s guidelines and evaluation process to ensure a diverse pool of referred candidates.

## 1. Scope of policy

This Policy applies to all permanent, full-time employees, who are eligible to participate in the [Company Name]’s employee referral program. Employees on other types of employment contracts — i.e., part-time, temporary, freelance or independent — are not eligible to participate in the program.

## 2. Acceptable employee referrals

An employee may refer any candidate who meets the relevant job requirements and has not applied for a position in the company within the last six months. Referrals are permitted only for permanent, full-time positions, not part-time, temporary or contractor roles.

## 3. How to refer candidates for open positions

The channels through which you can refer candidates for job vacancies in the company are as follows:

* **Talent Portal submission:** Submit the candidate’s résumé, contact information, and your reasons for recommendation via our referral form, available on our Talent Portal.
* **Email submission:** Alternatively, you can email your HR contact with the same information.

## 4. Employee referral rewards

Rewards for employee referrals are tiered rewards available to every permanent, full-time employee who successfully refers a new hire. The rewards are as follows:

* $500 bonus upon successful onboarding for an entry-level position (after three months)
* $1,000 bonus upon successful onboarding for an entry-level position (after one year)
* $1,000 bonus upon successful onboarding for a mid-level to senior position (after three months)
* $1,500 bonus upon successful onboarding for a mid-level to senior position (after one year).

## 5. Employee referral bonus guidelines

Below are the company’s guidelines on employee referral bonuses, including how and when they are distributed, tax liabilities, and referral limits:

* Each bonus will be paid out a month after the employee reaches eligibility for it
* All bonuses are subject to taxation
* There is no cap on the number of referrals an employee can make
* If a candidate is referred to the company by multiple employees, only the first referrer is eligible for a referral bonus
* All referrals are handled confidentially.



