

## Recruitment Referral Bonus Scheme Policy

Notice to employees using a paper copy of this procedure.

SharePoint holds the most recent version of this document, and all employees must ensure that they are using the most recent guidance.

### Document Control

<b>Document Name</b>	Recruitment Referral Bonus Scheme Policy
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<b>Purpose</b>	The aim of this procedure is to protect employees from bullying and to enable them, if necessary, to make a complaint or assist in an investigation without fear of reprisal.
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<b>Distribution</b>	All staff

### Version Control

Version	Date	Amended by	Comments
V1	27/09/2024	Yasmin Taylor	Document created

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### 1.0 Purpose

This document sets out HASCS Ltd.'s policy in relation to the recruitment referral bonus scheme. This scheme is offered on a discretionary basis and as such, HASCS Ltd reserves the right to amend or withdraw it at any time with reasonable notice.

Employees may recommend a person to HASCS Ltd for recruitment. A referral bonus will only become payable if the referred person is subsequently recruited, and successfully completes their probationary period.

### 2.0 Qualifying Criteria

Recommendations cannot be made regarding:

- A former employee, either permanent or agency worker, who has left in the previous 12 months.
- A person who has previously applied for a role but has declined an offer from HASCS Ltd.
- A person who is recruited but does not successfully complete their probationary period.
- A person who has made an application which has been received by HASCS Ltd before the referral is made.
- A person who requires a certificate of sponsorship from the organisation.
- Internal applicants.

### 3.0 Making a Referral

To make a referral a copy of the applicant's CV and cover letter for the role should be sent to Recruitment. The applicant must also state on their application form that they were referred by you.

Whether the person is shortlisted for an interview is entirely at the discretion of Recruitment but, if invited, the person will be sent an invitation to interview.

If that person is interviewed and accepted for a position, that person must pass their probationary review to the satisfaction of their line manager before the referral bonus can be paid to the referring employee under this scheme.

Once the referral bonus is due, it will be paid to the referring employee in their next salary payment, subject to normal tax and national insurance deductions.

### 4.0 Compensation

The referral bonus scheme amounts are:

- £300 for Registered Nurses, the applicant being referred will also receive a £200 joining bonus.
- £200 for Health Care Assistants, the applicant being referred will also receive a £150 joining bonus.

- £500 for successfully referring a monthly paid member of staff including Office Managers.
- £750 for successfully referring a Senior member of staff including Clinical Directors, Head of Departments and Regional Nurse Manager's.

Any disputes about the payment of referrals should be made to the HR & Recruitment Manager who will review the matter and decide whether, and to whom, a referral bonus is payable. That decision will be final.

An employee who refers a person and knowingly misleads Recruitment/HR in doing so or refers someone who is not lawfully permitted to take up the role, may be subject to disciplinary action.

Any questions or queries relating to this policy can be raised via [HR@hascs.co.uk](mailto:HR@hascs.co.uk)