

Employee Referral Policy

Version – 1.0



EMPLOYEE
REFERRAL
POLICY





EMPLOYEE REFERRAL

I. OVERVIEW

Objective

The Employee Referral Policy has been introduced with the aim to encourage our employees to refer candidates for vacant positions in Runwal Group.

Applicability

- All permanent employees of Runwal Group are eligible to refer candidates. However, HR, the Hiring Manager and anyone who is involved in the decision making for the hiring of the candidate will not be entitled for any reward.
- Candidate referred should not be an employee and/or ex-employee of Runwal Group and should not be someone who has been interviewed and rejected earlier in last 12 months.
- Candidate should be made aware that he has been referred and should have given his consent for the same.

Application Process

- You can refer the candidate by sending the Annexure I form in the given below email id: team_hr@runwal.com

II. GUIDELINES

Rewards

- If the referred candidate is selected, the referee would be rewarded as per the details in the table below:

Position referred	Referral Amount
General Manager and above	Rs. 30,000/-
Manager to Deputy General Manager	Rs. 20,000/-
Executives to Assistant Manager	Rs. 10,000/-

- The candidate who joins through employee reference should be on the company rolls for 3 months, for the employee to be eligible for the reward.



III. Points to be noted

- The selection process is confidential, and details will not be shared with the referring employee.
- If the CV of the referred candidate is already received by HR through some other source, the referee will not be eligible for the referral reward
- Referrals should be sent within the stipulated time frame.
- The Management reserves the right to cease or change the terms and conditions of the program at any time.

IV. FAQ SECTION

1. When will I get the award for the referred candidate?

Payment of the referred employees will be made after completion of 3 months or after confirmation whichever is earlier.

2. Who can refer candidates under this policy?

All permanent employees of Runwal Group can refer candidates however the HR, Hiring Manager, and anyone who is involved in the decision making for the hiring of the candidate will not be entitled for any reward.

3. How do I check for vacant position?

For any vacant positions you may login to career page or check with HR team.

Also, you may send the resume @ team.hr@runwal.com, we will keep it as a database. As and when we hire the referred candidate, employee will get the benefit under Employee referral policy.

4. If the same reference has come from two different employees then who will be entitled for a reward?

The reference reward will be given to the person from whom the reference came first.

