

Terms and conditions

Eligibility

- » Individuals who, as part of their role, are responsible for filling a position and/or ensuring the company continues to meet its talent requirements are NOT eligible to participate in this programme. Individuals in this category include but are not limited to
 - All Human Resources professionals
 - Individuals hired at assistant director and above designations
 - Any individual referring a family member (spouse/other blood relative)
- » The following positions will **not be eligible for** a referral payment:
 - Contract employee
 - Intern
 - Fresher (an individual who has been part of a campus hiring process)

Policy and guidelines

- » Résumés of candidates referred under bring your buddy program are valid for 6 months from the date of submission. If there is no vacancy at the time that matches the candidate's qualifications but an opportunity arises after 6 months, the referring individual must resubmit the referred candidate's résumé.
- » To be eligible for the referral bonus, both the new recruit and the referred candidate have to have joined the company and the referred candidate has to have completed 60 days of employment from the date of joining.
- » To qualify for the payment, both the referring individual and the referred candidate must be employed by the company at the time of payment. Neither the referring individual nor the referred candidate should be serving a notice period.
- » The reward cannot be split between multiple individuals. Where more than one individual is involved in a successful referral, only the first individual to have submitted the candidate will receive the reward.
- » The referred candidate should not be an active candidate (i.e., an individual that has already submitted an application or résumé to the HR team).

- » There is no limit to the number of referrals an individual is permitted to make.
- » Candidates approached through special drives (e.g., campus hiring and career fairs) are not eligible referrals.
- » The referring individual cannot be part of the interview or selection process for the referred candidate.

Referral Award

- » Referral amounts mentioned are gross amounts
- » Referral rewards are taxable and will be subject to appropriate taxes
- » After both the new recruit and the referred candidate join the company and the referred candidate completes 60 days of employment from the date of joining, the HR team will send a request for the referral bonus to payroll. The referring individual will receive the eligible payment via the monthly payroll cycle