

Employee Referral Bonus

Document No.: - CON-HR-POL-V0-005

Objective:

The objective of employee referral is for rewarding those employees of the Company, who help identify and attract suitable and competent talent in order to meet our resource requirements at an optimum cost.

Eligibility:

All on-roll employees including interns and trainees are covered under the employee referral bonus.

Procedure:

- HR Department will publish the job opening through mail on a Fortnight basis.
- Employees may refer individuals who fit the specifications given in the job description for vacant positions that Human Resources posts from time to time. In case the resume is already available in the data bank the referral process will be not be considered at this stage.
- The referrer needs to fill up the employee referral form and mail the resume of their pals as referrals to careers@consolidated.one and submit it to the HR Department before the recruitment process begins. Referral forms can be obtained from the Greythr.
- The employee's role will be limited to the submission of the resume of the candidate. After this, the regular process of shortlisting and interviews will be applied to the referrals.
- The employee making the referral will not any way be involved with the interview or salary fixation of the candidate.
- Selection to the referred by an employee would be made only after going through the selection process, as per recruitment policy/procedures.
- There should be no specific campaigning in case of a referred candidate by both the employee who referred him and the HR.
- If the referred candidate is hired, the referrer is eligible to claim a referral bonus as per the parameters defined below;

The following is the referral fee applicable under this policy:

Employee Referral Bonus	
Grade/Role	Bonus (in Rs.)
AS - EX	2,500
SE - TL	5,000
AM - DM	7,500
M - SM	10,000
AGM - GM	15,000
SGM - Above	20,000
Store/ Centre/ Kitchen Manager	5000

The referral bonus is paid along with the salary after the successful completion of the referred candidate's 3 months tenure with the company.

- The bonus will be given only if the new recruit completes the above-mentioned time period with the organization.
- Bonus amounts and eligibility factors are subject to change based on the business needs of the company.
- In the event of any dispute related to employee referral, the decision of the Head of Human Resources shall be final.
- All recommendations made by consolidated, employees must come from their personal contact/connections and not through any recruitment agency/walk-in / Job Portal.

EMPLOYEE REFERRAL FORM

Ref No.: - CON-HR-POL-V0-005

Document No.: - CON-HR-DOC-V0-006

Submission Date:		Position Applied for:	
Candidate Name:		Qualification:	
Current Designation:		Years of Experience:	
Current Employer		Any relatives working with Consolidated? If yes, Mention the relationship and Name	
Contact Number		Email Address	
CONSOLIDATED EMPLOYEE DETAILS (Referrer)			
Referred by		Designation	
Employee Code		Department	
Branch Code		Location	
Is the candidate a first-family relative of the referrer? If yes, mention the relationship			
FOR HR USE ONLY			
Joining date of Referred Candidate:			
Position Title:		Location:	
Department:		Branch /Store Code:	
Referral Bonus is applicable? Yes /No		Amount:	
Management Approval (Managing Director)	☐ Approved ☐ Declined		
Comments or Other remarks if any:			