

Candidate Referral Scheme

1. Introduction

- 1.1. In order to meet our current and future business needs, we need to attract and recruit the best talent possible who share our core values and aspirations. In furtherance of our aims, Contechs believes that it is important to reward those who help us to find suitable candidates.
- 1.2. This Candidate Referral Scheme (“the Scheme”) applies to Contechs Holdings Limited and all of its subsidiaries (“the Company”).
- 1.3. The Scheme is open to:
 - 1.3.1. all staff except for the Recruitment Department, Programme Leads, Business Development and Directors;
 - 1.3.2. Contractors and Consultants;
 - 1.3.3. Anyone who is not employed or engaged directly or indirectly by Contechs. Hereinafter referred to as “a Referrer”;
- 1.4. In line with our values we would like to encourage the referral of good candidates who have the right skills and value to be a great addition to the Company.
- 1.5. The Company agrees to pay an Introduction Fee to any Referrer who introduces a suitable candidate for positions that are open within the business or who are ultimately employed or engaged by Contechs “Candidate”.
- 1.6. All queries relating to this scheme should contact the Contractor Care Team at contracts@contechs.co.uk.

2. Procedure

- 2.1. Only one Introduction fee will be paid to a Referrer for each new Candidate.
- 2.2. In the case of multiple referrals of the same Candidate, we will pay the Introduction Fee to the Referrer who first referred.
- 2.3. There is no limit on the number of referrals that any Referrer can make, however, any referral must be in connection with a specific advertised vacancy.
- 2.4. Payment of the Introduction Fee will be following the Candidate’s successful completion of their first full calendar month working after the commencement of the engagement.
- 2.5. The method of payment of the Introduction Fee will vary depending upon the Referrer:
 - 2.5.1. If the Referrer is an employee of the Company it will be paid with their usual salary and will be subject to usual deductions for NIC and PAYE Taxes; or
 - 2.5.2. if the Referrer is a Contractor or Consultant they will need to raise an invoice in the usual way; or
 - 2.5.3. if the Referrer is neither an Employee or Contractor they will be paid by way of a gift voucher from a retailer of their choice.
- 2.6. If the Candidate is employed or engaged on a fixed term contract and:
 - 2.6.1. The Contract is for 3 months or less the Referrer will not automatically qualify for the Introduction Fee;
 - 2.6.2. For Contracts exceeding 3 months the Referrer will receive 100% of the Introduction Fee.
- 2.7. The Company is under no obligation to consider or interview all referred Candidates.
- 2.8. Feedback on the success of an application referred via the Scheme will only ever be disclosed to the Candidate and never the Referrer.
- 2.9. For the referral of the Candidate to attract an Introduction Fee the Candidate must:

Document Title:	Referral fee policy	Issue:	2	Document Author:	Hannah Hunter
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- 2.9.1. Not be already known to the Company and currently active within our systems;
- 2.9.2. Start the position within 12 months of the referral;
- 2.9.3. The Candidate must not have been previously employed by the Company within the last 12 months;
- 2.9.4. The Referrer is not entitled to receive payment if they are a part of the recruitment process (i.e. the recruiter or interviewer), in a position to influence the process or have authority to approve the probation process.

3. Application Process

- 3.1. The Referrer must complete an online referral form available here [Referral Form](#).
- 3.2. The Contractor Care Team will notify you if the referred candidate has been successful and will ask how you wish to receive your Referral Fee.

4. Referral Fees

- 4.1. The Applicable Referral Fee will depend on the type of placement made:
 - 4.1.1. For Contracts of 12 months or more £400
 - 4.1.2. For Contracts for more than 3 months but less than 12 months £300
 - 4.1.3. For Permanent Placements £600

5. Responsibility

- 5.1. The Operations Director has responsibility for this policy and for monitoring its overall effectiveness.

6. General Provisions

- 6.1. The Scheme shall continue at the sole discretion of the Directors of the Company and shall be varied at any time.
- 6.2. The Scheme does not form part of any employee or contractor's contract or otherwise created any contractual obligation on behalf of the Company.

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