

PROCEDURE NO. 41

Referral Scheme Policy

Introduction

To fulfil our present and future business goals, we aim to attract and recruit top talent who align with our core values and aspirations. At Apex, we believe in recognising and rewarding those who assist us in discovering ideal candidates.

Referrals

1. Applies for temps/contractors/permanent placements
2. Referred placement must complete a minimum 12 full working weeks or complete employer's stipulated probationary period if more than 12 weeks, to qualify for reward.
3. If referred placement leaves within first 12 weeks, then referral reward is not payable.
4. Referral reward must be claimed within 6 months of the individual starting. Referral rewards claimed after the 6-month window will be rejected.
5. Apex Recruitment only pays rewards for referrals that lead directly to employment within 4 months of the referral. For example: if a candidate that has been referred 12 months ago then applies to a recent advertisement or is directly contacted by Apex Recruitment in respect of a position, and by virtue of such, gains employment, a referral reward is not payable.
6. If referred candidate has already been introduced to Apex Recruitment, then referral reward is not payable.
7. 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.

Is there a limit to the number of referrals?

1. Apex Recruitment is happy for referrers to recommend as many candidates as they wish.
2. One fee applies per referral.
3. If the candidate has been recommended by more than one person then Apex Recruitment will operate a 'first come first served' policy.

Claiming and Payment of Referral Reward

1. The Apex Referral Form must be completed as soon as possible in order to guarantee that the reward is received.
2. Referrer's details will be logged by Apex Recruitment.
3. Payment of referral rewards are processed in the next calendar month following completion of the 12 weeks or probationary period, as stipulated in Referrals clause 2.
4. Payments will only be paid on the initial placement – further placements are excluded.
5. Referral reward must be claimed within 6 months of the individual starting. Referral rewards claimed after the 6-month window will be rejected.
6. The recipient of the referral reward will be responsible for their own tax and national insurance liability.
7. The Referrer must complete an online referral form within the 6-month window in order to claim the reward. This will be sent to you from our business support team.
8. The method of payment of the Introduction Fee will vary depending upon the Referrer:

- a. If the Referrer is an employee of Apex it will be paid with their usual salary and will be subject to usual deductions for NIC and PAYE Taxes.
- b. If the Referrer is not an Employee of Apex they will be paid in the next calendar month as per clause 3.
- c. If the candidate referred is employed or engaged on a fixed term contract and the Contract is for 12 weeks or less the referrer will not automatically qualify for the Introduction fee and will be at the discretion of Apex.

What happens if Apex Recruitment already knows the referred candidate?

1. To avoid any doubt when a candidate is referred, Apex Recruitment will immediately inform the referrer whether the candidate is already active on the database.
2. Being active on the database means that Apex Recruitment have spoken to them within the last 3 months in relation to finding them work.
3. If the referred candidate is active then no referral fee will be paid.
4. If the referred candidate is either unknown or known to Apex Recruitment, but not active on our database, then a referral reward is payable.

Temporary Workers/Contractors (PAYE Rate)	Reward
Up to £17.99 (per hour)	£75
£18.00 per hour - £24.99 (per hour)	£250
£25.00 plus (per hour)	£350

Permanent Salary	Reward
Up to £39,999 (per annum)	£250
£40,000 - £79,999 (per annum)	£350
£80,000 plus (per annum)	£500

Legal Disclaimer

1. The Company is under no obligation to consider or interview all referred Candidates.
2. Feedback on the success of an application referred via the Scheme will only ever be disclosed to the Candidate and never the Referrer.
3. The Referrer is not entitled to receive payment if they are a part of the recruitment process or are a self-referral (i.e. the recruiter or interviewer/hiring manager), in a position to influence the process or have authority to approve the probation process.
4. This scheme may be terminated at any time by Apex Recruitment with no liability for any future payments.
5. The definition of a placement is contained within the companies' terms and conditions of business which are available on request.
6. Referral rewards are payable at the discretion of Apex Recruitment and only where reasonably applicable.