



Referral Scheme Policy

Referrals made by existing Apex contractors

1. Applies only for contractors/permanent placements earning over £10.00 per hour.
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. In order to claim the full amount the referring person must be on a current contract with Apex Recruitment at the time the referral payment is due.
6. 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.
7. If referred candidate has already been introduced to Apex Recruitment then referral reward is not payable.

Referrals made by somebody not currently working through Apex Recruitment

1. Applies only for contractors/permanent placements earning over £10.00 per hour and gaining employment as a direct result of referrer's introduction.
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.

Self Referrals

1. Applies only to those that have secured own position and come to Apex Recruitment in need of representation.
2. Apex Recruitment must not have submitted self-referrers details to the client / role in question.
3. Self-referrer must complete a minimum 12 full working weeks or complete employer's stipulated probationary period if more than 12 weeks, to qualify for reward.
4. If self-referrer leaves within first 12 weeks then referral reward is not payable.
5. Referral reward must be claimed within 6 months of the individual starting. Referral rewards claimed after the 6 month window will be rejected.

Is there a limit to the number of referrals?

1. Apex Recruitment is happy for referrers to recommend as many candidates as they can.
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 made on a quarterly basis once the candidate has completed their 12 weeks employment or completed employer's stipulated probationary period if more than 12 weeks.
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.

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.

Legal Disclaimer

This scheme may be terminated at any time by Apex Recruitment with no liability for any future payments. The definition of a placement is contained within the companies' terms and conditions of business which are available on request. Referral rewards are payable at the discretion of Apex Recruitment and only where reasonably applicable.