



# POLICY & GUIDELINES

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## Employee Referral Policy

## Preamble

Organisations can only institutionalise the enduring success behaviour if they attempt to form the winning teams through like-minded and competent people. This perspective ensures that we have a pool of tried and tested or at least well-known candidates for hiring.

This policy focuses on providing opportunity to employees to refer suitable potential candidates for available positions keeping in mind the cultural & functional fitment. While doing so, company appreciates their efforts and would like to reward them with monetary benefits.

## Applicability

All employees, with the exception of the following will be eligible for the reward:

- Members of Human Resources function.
- Reporting Manager / Vertical Head who will have direct reporting relationship with the referred candidate after his/her joining.
- Those who are involved in the selection process of candidate for the specified role.
- Grade M4 and above.

## Process Owner

Human Resources

## Procedure & Guidelines

1. The concerned HR will advertise the vacant position through e-mail/ notice board display at cinemas/ job posting on job portal for information of all employees with Job specifications.
2. Employee will be required to refer CV of known resource to HR by sharing the CV on the email ID of concerned HR along with a referral form (Annexure A). The referred candidate is required to provide a declaration form (Annexure B) to the HR at the time of joining. In case an employee is not provided with a company mail ID, then he/she shall be required to fill in the referral form and submit/hand over to the concerned HR responsible for hiring for the given vacant position.
3. No CV for referral will be entertained without "Annexure A" duly filled by the referee.
4. In the instance an employee referring a candidate for any anticipated position or vacancies in future or when the concerned HR is not at the same location, the concerned HR may retain the referred CVs in a data bank and simultaneously share the CVs internally with HR team. The reference by the employee in such instances as well will essentially be duly supported with the referral form and declaration.
5. Referred candidates should be personally known to the employee with past association and mere referral will not be a confirmation of interview, offer and employment

6. Employees must not give any commitment to the referred candidates and all the referred candidates will have to go through the regular recruitment process.
7. Candidates interviewed but not found suitable due to salary/grade ill-fitment, can be considered for a suitable position occurring in future. The reference reward would accrue to the original referee in such cases.
8. The reference will be considered on “First Come First Recorded” basis for duplicate or multiple references.
9. If the referred candidate is hired and on boarded, it will be ensured that the copy of the referral form and declaration form is maintained in the personal file of both the referee and referred candidate.
10. In the event of any misrepresentation or withholding or concealing of information by the employee and/ or referred candidate (subsequently as employee); both will be liable to be dealt with strict disciplinary action. In such instances the terms and conditions of employment shall apply.
11. It shall be the prerogative of employee to refer a candidate and claim monetary reward. Employees can also recommend or refer candidates without participating in referral scheme.
12. If the CV of candidate referred already exists in databank then it shall not be considered a referral candidate. This policy is also applicable for referring candidates that can be eventually hired o third party rolls on contract basis provided the tenure of contract is equal or more than one year.

## Monetary Reward Plan

The monetary reward associated with each successful hiring of a referred candidate is as follows:

Grade of Referral hiring	Reward Amount
M4	INR 12000
M5	INR 10000
M6	INR 8000
E2 & E1	INR 3000
E3 & E4	INR 1500

## Payment Terms & Conditions

1. The eligible monetary reward will be processed for credit (along with salary) to the employee on completion of three months from the date of joining of referred candidate, provided both the referred employee as well as referee is still working for company and not under any disciplinary observations or proceedings. In case either of the employees has left the company or submitted resignation, then the company is not liable to pay any reward.
2. The referral amount is liable for TDS deductions.

## Policy Review / Amendments / Modifications / Withdrawal

This policy will be reviewed from time to time and the company reserves the right to modify/amend/alter and/or withdraw the policy at its discretion.

In case of any doubt, the interpretation of above terms by the CHRO shall be final.

## Annexure –A

### Employee Referral Form (To be submitted by employee)

Details of the Candidate being referred	
Name	
Mobile No.	
E-mail Address	
Position Applied For	
Position Advertised On	
Comments Towards cultural, functional and role fitment of referred candidate*	
Details of the Employee ( Referee)	
Name of the Employee	
Employee Code No.	
Designation	

\* This is the most important input from the referee’s point of view. Referee must consider organisational values, individual’s attitude, behaviour, personality and functional expertise while filling this section of the form.

I hereby declare that the details of the referred candidate are true and there is nothing adverse in relation to his/ her conduct, character or personal background. His/her antecedents are sound and there is no false statement or misrepresentation in referring this candidate.

\_\_\_\_\_

Name, Employee Code, signature of the Employee

\_\_\_\_\_

Date of Submission

\_\_\_\_\_

Name and Signature of HRSPOC/ Site HR/ Regional HR

\_\_\_\_\_

Date of Receipt

## Annexure - B

### Declaration Form

I, \_\_\_\_\_, hereby declare and confirm that Mr/Ms \_\_\_\_\_  
(Name of referred employee) who has been designated as \_\_\_\_\_ in the  
\_\_\_\_\_ department of PVR Group has referred me for the position of  
\_\_\_\_\_ on \_\_\_\_\_ (dd/mm/yyyy).

I hereby further declare and confirm that the above stated information is true and I shall abide by the terms and conditions of the referral programme.

\_\_\_\_\_  
Signature of the Referred Employee

\_\_\_\_\_  
Date of Submission