

Introductory Incentive Scheme – ‘Recommend a Friend’

Overview:

The Scheme applies to both current clients and employees, who successfully introduce employees to the business. All employees are eligible to benefit from the scheme, with the exception of the Senior Management Team and the Directors. The placement of new staff is at the discretion of the Director of Operations and Recruitment Manager.

To Qualify:

For each **new** employee introduced to the Company, a bonus of up to £650 is payable, in instalments. The instalments will be determined by the length of service of the new employee and shall be paid as follows:

Payment	Time Period
£50.00	After completion of a full weeks work following induction and clearance.
£100.00	After completing 3 months service
£200.00	After completing 6 months service
£300.00	After completing 12 months service
Total:	£650

These payments are subject to normal Tax and NI deductions for employees.

The new employee must be in regular employment, working a minimum of 20 hours per week.

To Claim:

It is the responsibility of the client / employee to **claim** the right to the bonus, in writing, at each period of qualification, forwarding this to the Personnel Department for verification.

Employees can expect to receive payment in their next pay through the Payroll Department, with clients receiving a cheque payment, within four weeks of the claims being received.

- Must be a current employee / client to receive the bonus
- A separate claim should be made for each qualifying period
- The Senior Management Team and Directors will not qualify for the bonus