

Recruitment Referral Bonus Scheme Policy	
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<b>Compliance lead</b>	Director of People, Employee Engagement and PSTE
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## 1. Overview of the Recruitment Referral Bonus Scheme

### 1.1 What is the Recruitment Referral Bonus Scheme?

The Recruitment Referral Bonus Scheme encourages existing employees to refer a friend, family member or known contact for employment at Ruskin Mill Trust (“the Trust”). The purpose of this policy is to set out the reward arrangements for making a successful recruitment referral.

### 1.2 The Trust’s responsibilities

All candidates referred by existing employees will receive a fair, robust application process in accordance with the Trust’s standard recruitment practices. Applications will be treated in the strictest confidence in compliance with relevant employment legislation.

An employee who has successfully referred another individual (in other words, the referred individual is subsequently recruited by the Trust) will be informed that this taken place, alongside details of the date and amount of reward payment to be made.

If the Trust receives duplicate recruitment referrals for the same successful candidate, the Trust will seek clarification from the candidate to ascertain who informed the candidate of the vacancy first. The Trust will only make one referral bonus per successful employment of the candidate.

All existing employees of the Trust are permitted to take part in this reward scheme, including both permanent and fixed-term employees. The Trust will not accept referrals of individuals who are ex-employees of the Trust.

### 1.3 The reward

In order to receive the total reward payment, the following criteria must be met:

- the referred individual must have identified the employee who made the referral on their application form;
- the referred individual must have successfully completed a six-month probationary period; and
- the referring employee must be employed by the Trust on the date the reward payment falls payable.

### 1.2 How much is it worth?

The total reward is £300.00 (subject to tax and National Insurance deductions in the normal arrangements) and will be paid subject to the following terms:

- Eligible individuals will receive the £300.00 non-consolidated one-off payment if the referred individual then successfully completes their six-month's probationary period.

The reward will be paid in the next normal payroll run once six-months satisfactory service has been met.

This Recruitment Referral Bonus Scheme Policy may be amended, withdrawn, suspended or departed from at the discretion of the Trust. While it does not form part of any employee's contract of employment and is entirely non-contractual, all employees are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter.