



Refer a Friend Policy

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Review and Amendment Log

Version No	Type of Change	Date	Description of change
One	New policy	Feb 2022	New policy created.

Introduction

Cornwall Hospice Care (the Charity) provides a referral bonus to employees who introduce a friend/family member for a 'hard to fill' position, who is subsequently employed by the Charity. Employees are ambassadors of the Charity and therefore advocates for what it is like to work with the Cornwall Hospice Care.

A referral bonus payment of £500 will be paid to the employee for the introduction of a candidate who is appointed and successfully completes the probation period.

Eligible positions

The referral bonus is available for 'hard to fill' positions. These positions may be:

- specialised or unique, with a limited number of suitably qualified or experienced candidates,
- in a position or location that has proven difficult to attract suitably qualified or experienced candidates,
- in a position that is difficult to fill, due to shortages of suitably qualified or experienced candidates across the labour market.

Bonus payment

The £500 referral bonus will be paid via payroll to the employee who made the introduction and will be paid in two payments:

1. the first payment of £250 will be paid in the next pay date after the introduced candidate commences employment with the Charity,
2. the final payment, of £250 will be paid in the next pay date after the introduced candidate has successfully completed their probation period with the Charity.

The referral bonus is subject to tax and national insurance deductions. Therefore, the payments will be 'grossed up' accordingly to ensure the referring employee receives the full payment amount.

Only one referral bonus will be paid for each new employee hired. If more than one eligible employee refers the same successful job applicant, the referral bonus will be paid to the employee whose name is submitted first in line with the procedure.

There is no limit on the number of referrals that an employee can make. However, the referral bonus payment will only be paid for eligible positions. Employees will be informed of eligible positions via the intranet and All Together.

Terms and conditions

The referral bonus will be paid, provided the following terms and conditions have been met:

- the new employee must commence employment, in the specified position, within four months of the date the referral application was received,
- both the referring employee and the new employee must be employed by the Charity at the time of payment,
- the new employee must not have been previously employed by the Charity within the last two years,

- the new employee must not have applied for the same job independently or been referred by another source such as a recruitment agency,
- the referring employee must not be a recruiting manager, any other employee involved in the relevant recruitment process, a member of the Senior Management Team, Executive Management Team or a member of the HR Department.

Procedure

To introduce a candidate for an eligible position, the employee of the Charity must submit the Refer a Friend form to the HR Department. A copy of the candidates CV should be provided along with the Refer a Friend form.

Note: it is important that the referring employee submits the Refer a Friend form prior to the candidate being interviewed for the position. No retrospective referrals will be accepted.

The HR Department will notify all referring employees only of the outcome of the application. Where the applicant has not been successfully recruited for an eligible position, no information regarding the reason for this decision will be disclosed to the referring employee.