

## People 'Refer a Friend' Policy

### Policy Purpose

One of the best ways for Pabulum to find great people is through our colleagues referring potential candidates.

### Who can participate in our people referral programme?

All colleagues currently employed by Pabulum are eligible to participate in our referral programme except for:

- Directors
- Recruiters and hiring managers for positions for which they're hiring

Note that hiring managers cannot refer anyone for a position for which they are directly or indirectly responsible - they can refer someone for a position in a different unit.

### What type of Pabulum jobs can you refer a candidate?

You can only refer candidates for permanent positions (not casual or temporary vacancies). Awards will only be made for successful candidates.

### How to make a referral

To refer someone and prior to completion of the referral form, the HR Recruitment Team should be informed by either the referrer or the candidate. The referral cannot be mentioned retrospectively. A copy of the People Referral Form at Annex A should then be completed and sent to the HR Recruitment Team by the referrer.

### Incentive award if a referral is successful

**Catering Assistants – £35.00** will be paid when a successful candidate completes their probationary period. This will be paid through the next available payroll and grossed up so that the referrer is paid £35.00.

**Chef and Chef Manager – £500 in vouchers.** When a referral has been successful £250 of these vouchers will be awarded when the person starts work and £250 after they have successfully completed their probationary period. Pabulum will calculate and pay to HMRC the appropriate income tax and national insurance on these awards.

**Other operations support positions – £200 in vouchers.** When a referral has been successful £100 of these vouchers will be awarded when the person starts work and £100 after they have successfully completed their probationary period. Pabulum will calculate and pay to HMRC the appropriate income tax and national insurance on these awards.

### Additional rules for rewards:

- There is no cap on the number of referrals that can be made.
- If two or more people refer the same candidate, only the first referrer will receive the referral award.
- The award will be split if the referral is made by two people at the same time.
- The person who makes the referral must still be employed at Pabulum to receive the award.

Pabulum may change or stop our referral award programme at any time, when for example it wishes to provide different alternative incentives. People who referred successful candidates before a programme was stopped or changed will still receive the appropriate reward.

Pabulum is an equal opportunity employer and do not discriminate in any form or manner. Pabulum guarantee that all candidates will be given the same consideration using established procedures.

**Nelson Williams**  
**Managing Director**

*(This policy will be reviewed in January 2024)*

Annex:

A. Refer a friend award form



## People – ‘Refer a Friend’ Award Form

<b>Name of Referrer:</b>	
<b>Place of work:</b>	
<b>Name of person introduced:</b>	
<b>Job title:</b>	
<b>Place of work:</b>	

Please send to the HR Recruitment Team at the Fleet office

### ***For HR use only***

<b>Amount due to employee</b>	
<b>Date form received</b>	
<b>Employee start date</b>	