# Employee Referral Program Policy

Replace each [Placeholder] and choose the options that fit your program. Confirm tax and payroll treatment with your payroll team, and check any local or country rules before running the program outside the US.

## 1. PURPOSE

[Company Name] welcomes referrals from employees because people who know our work often know who would do it well. This policy explains how to refer someone, which roles and referrers qualify, how the referral bonus works, and how referred candidates are treated in the hiring process.

## 2. WHO CAN REFER

All active employees on [Company Name]'s payroll are eligible to refer candidates and receive a bonus, except:

- members of the Talent Acquisition and HR teams involved in recruiting;
- the hiring manager for the role, and anyone in the referred candidate's direct reporting line above them, up to [level];
- [Vice presidents and above / executives];
- contractors, temporary and agency workers, unless their agreement says otherwise.

Ineligible employees are still encouraged to refer candidates; they just do not receive a bonus.

## 3. ELIGIBLE ROLES AND CANDIDATES

Referrals are accepted for all open roles posted on our internal job board unless the posting says otherwise. A bonus is not paid for referring: a current employee, a former employee who left less than [12] months ago, a current contractor or temporary worker already assigned to us, a candidate who already applied or is already in our applicant tracking system from the last [6] months, or a candidate referred by an outside recruiting agency.

## 4. HOW TO MAKE A REFERRAL

Submit referrals through [referral portal / employee referral form] before the candidate applies. Include the candidate's name, contact details, the role, and how you know them. Let the candidate know you are referring them. A referral is recorded with the date and time it is received in [system]; that record decides ownership. Referrals sent by email or mentioned verbally to a recruiter or manager are not recorded and are not eligible for a bonus.

## 5. REFERRAL BONUS AMOUNTS

The referral bonus for a successful hire is:

- Hourly and frontline roles: $[amount]
- Professional and individual contributor roles: $[amount]
- Hard-to-fill or critical roles, as marked on the job posting: $[amount]
- Manager and above: $[amount]

Bonus amounts are those in effect on the date the referral is submitted. [Company Name] may change bonus amounts or add temporary increases for specific roles at any time; changes do not affect

referrals already submitted.

## 6. WHEN THE BONUS IS PAID

The bonus is paid when the referred hire has completed [90] days of continuous employment and the referring employee is still employed by [Company Name] and not under notice of resignation or termination on the payment date. [Option for hourly roles: 50% after [30] days and 50% after [90] days.] Payment is made in the next regular payroll after eligibility. Referral bonuses are taxable income and are subject to normal withholding. If the referring employee is non-exempt, the bonus is treated in line with wage-and-hour rules on regular rate of pay.

## 7. DUPLICATE REFERRALS AND DISPUTES

If more than one employee refers the same candidate, the bonus goes to the first referral recorded in [system] that is linked to the role the candidate is hired into. If a referred candidate is hired into a different role from the one referred for, the bonus still applies if the hire happens within [6] months of the referral. Disputes are decided by [Talent Acquisition leader], whose decision is final.

## 8. FAIR HIRING

Referred candidates go through the same application, assessment, interview and background check steps as every other candidate, and are evaluated on the same job-related criteria. A referral does not guarantee an interview or a job. Referring employees may not take part in interviewing or deciding on a candidate they referred. We will tell referring employees whether their candidate was hired, but not why a candidate was not selected. Referrals must follow our [Equal Employment Opportunity Policy] and [Conflict of Interest Policy]; relatives may be referred, but they may not report to the referring employee.

## 9. PROGRAM CHANGES

[Company Name] may change, suspend or end this program at any time. Any change will not reduce a bonus for a referral submitted before the change. Questions go to [Talent Acquisition contact].

Effective date: [Date].