



Employee Referral Scheme Policy

Introduction

Milewood operates an employee referral scheme to encourage employees to refer someone they know to join our organisation.

The aim of the scheme is to enable us to expand our network, improve employee engagement and hire and retain the best talent.

There is no contractual right for you to receive an introduction bonus under this scheme at any time. The payment of an introduction bonus is no guarantee that you will receive an introduction bonus payment in the future.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

Employees within the Senior Leadership Team (SLT) / Senior Management Team (SM) or Human Resources are not eligible to participate in this scheme.

What is the Refer a Friend Scheme?

Under the employee referral scheme, we will reward you with an introduction bonus of £500 (subject to tax and NI) payable in 2 parts (£250 after employee starts and a further £250 on successful completion of probation). Introduction bonus payments will be made in the next available pay-run if you successfully introduce a job candidate to an open job role and if all criteria have been successfully satisfied. Milewood reserve the right to defer payment whilst eligibility is reviewed.

Procedure for referring a job candidate

The employee referral scheme is limited to the recruitment of new employees on a contracted hours basis. However, in the instance that a bank worker is employed on a contracted hours basis following referral, the introduction bonus should be honoured.

There is no limit on the number of referrals that you can make. However, any referral must be in connection with a specific vacancy.

When applying for a role, the job candidate should attach to their CV a covering letter that clearly states your name as the referring employee.

It is important that you are mentioned as the referring employee in the initial correspondence from the job applicant as any retrospective referral will not be accepted.

In addition, the referrer must complete the Employee Referral Form and send to HR@milewood.co.uk

If you are eligible to receive an introduction bonus, you will receive a letter from HR confirming the amount due and the payment date.

Eligibility

You will qualify for an introduction bonus provided that:

- The new employee is recruited within 6 months of the referral date.
- Both you and the new employee are employed by us on the date that the introduction bonus is due to be paid.
- The new employee has not been employed by us previously.
- The new employee has not applied for the same job independently or been referred by another source such as a recruitment agency.
- The new employee has not applied for another position within the organisation within the last 12 months.
- You are not a recruiting manager or any other employee involved in the relevant recruitment process for the role.
- You believe the person you are referring is a good fit for the organisation/service and doesn't pose any conflict of interest with yourself. You are aware that making referrals which aren't will contravene the spirit of the scheme.

An introduction bonus would not be applicable to

- Family member's of the referrer
- Fixed term roles

Any abuse of the scheme will result in non-payment of any bonus and may be subject to disciplinary action.

Payment of introduction bonus

The bonus of £250.00 will be paid to you when the new employee has commenced employment, and a further £250.00 will be paid once they have successfully completed their probationary period or any extended probationary period.

The introduction bonus is subject to tax and national insurance deductions.

You should be aware that only one introduction bonus will be paid for each new employee hired. If more than one employee refers the same successful job applicant, the introduction bonus will be paid to the employee whose referral is submitted first.

Date Reviewed: April 2025

Next Review Date: April 2026

Approved by Owner Head of HR - Signature:	
Date:	
Approved by Owner, Head of Quality- Signature:	
Date:	