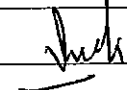



Employee Referral Policy (Catalyst)

	Process Owner	Authorized by
Name	Talent Acquisition Team	K. R. Naik
Designation		Executive Chairman
Effective date	25 November, 2015	
No. Of Pages	05	

1. Objective

To encourage employees to refer potential individuals into the organisation.

2. Scope

All employees are covered under this, except short term employees / interns/ Apprentices.

3. Eligibility

This scheme applies to all regular employees at General Manager Level & below:

It does not include:

- Members within Human Resources department.
- Any person who has direct or indirect influencing powers to the position e.g. reporting supervisor for the said position.
- Contingent Manpower.

4. Referral Award

4.1 If the referred candidate is selected and joins SmartLink, the referrer will receive a referral award. The referral payout varies depending on the level to which the referred candidate is hired.

Gradation	Present Referral Award	New Proposed Referral Award
C-0, C-1, 10, 1 to 4-B	Rs 5,000/-	Rs 5,000/-
C-2 to C-3, 11 to 13, 4-A to 5-B	Rs 7,500/-	Rs 10,000/-
C-4 to C-5, 14 to 15, 5-A to 6-B	Rs 10,000/-	Rs 20,000/-
C-6 to C-7, 16 to 17, 6-A to 7-B	Rs 10,000/-	Rs 30,000/-

4.2 The referrer shall be paid half the award after the referred candidate joins and completes three months in the company, and the rest after the referred candidate completes 6 months.

4.3 The referrer has to be in service of Smartlink when the reward becomes due.

4.4 The payout gets forfeited in any of the following events result:

- If the referrer leaves before the date of joining of the referred candidate.
- If the referrer leaves before the completion of three / six months of the referred candidate.
- If the referred candidate is terminated on account of adverse/background check report.
- If the referred candidate leaves before the completion of three / six months.

5. Procedure

5.1 The employee may refer candidates to the HR team if the candidate is personally known to employee. The employee should mail across the candidate's resume to catalyst@smartlink.co.in hand-over hard copy of resume to Talent Acquisition team member.

- 5.2 If the duplicate version of the resume is available with the HR team, the credit for the same shall be not given to the referrer.
- 5.3 The source of the referred candidate shall be verified by the HR team and confirmed. All referrals must come from personal contact/connection and not through any recruitment agency. Referring employee may be asked to provide a self attestation of the same.
- 5.4 The validity of the referred profile shall be three months from the date of referring to catalyst. If a suitable requirement will arise after 3 months and the referred candidate gets selected, the referrer will not be eligible under this policy.
- 5.5 In case Smartlink receives a negative report for any referred candidate hired as a joiner in response to Smartlink's background verification check of such person and if the said payment has not been made, then Smartlink shall treat such referral as void.
- 5.6 Referral policy does not permit ex-employee referrals.

6. Guidelines

- 6.1 Smartlink encourages recommending and sharing referral resumes only against open positions published by Catalyst from time to time.
- 6.2 Every referred candidate would necessarily undergo a formal screening and selection process.
- 6.3 In the event a referral resume is received from more than one referrer, the first referral received shall be considered.
- 6.4 Relatives of the referrer may be referred but will be considered only for positions in a department /unit different from that of the referrer.
- 6.5 The referrer will not lobby/use other means to promote the case of the referred candidate or engage the interviewers in any way. Any such attempt will lead to disqualification.

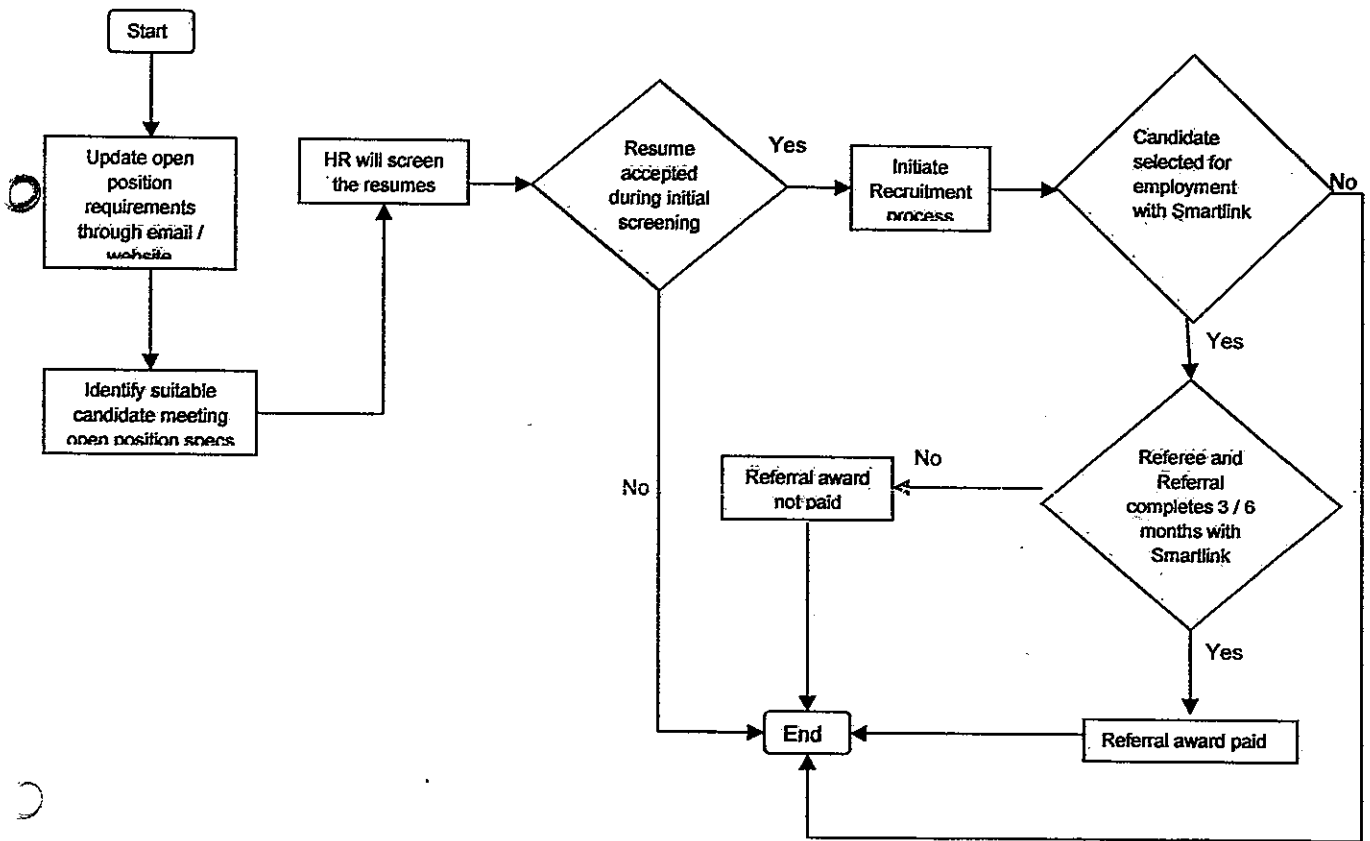
7. General

- 7.1 This policy outlines the spirit behind the Company's approach in giving fair and consistent treatment to all employees. Therefore, employees are expected to respect the rules and the standard operating procedures governing this policy. Where circumstances are unusual or situations not anticipated or defined in this policy, such matters should be referred to the HR Department for

resolution in a manner that is consistent with the whole aim and spirit of this policy. Such decisions shall be final and binding.

7.2 This policy supersedes all other policies, procedures and practices prevalent on this subject to date. Company reserves the right to add to, alter or amend, or cancel this policy at its discretion if needed in future.

8. Process flow:



9. Related documents:



Catalyst - Referral Award Payment Form

Referrer Name:	Emp Code:
Department:	Location:
Referred Employee's details:	
Name:	
Department:	Location:
Referrer Employee's signature and date:	
Referral Award Details (To be filled by HR)	
Referring Employee qualifies for Referral award:	Yes / No
Grade at which hired:	
Date of Joining:	
Award payable on: (3 months / 6 months from Date of Joining)	
Referral award payable:	Rs.
Referrer completed three / six months:	Yes / No
Referee completed three / six months:	Yes / No
Talent Acquisition representative:	
Signature and Date:	
Referral Award Details (To be filled by Accounts)	
Form received on:	
Award amount to be credited on:	
Accounts Representative:	
Signature and Date:	

Note: Referrer shall submit the form to the HR department on referee completing three months in the system.