MaRS®	**MaRS Planning and Engineering Services International Pvt. Ltd** **BIM - India**	**SOP #**	MRS-BIM-HR-SOP-004
		Revision #	NA
		Implementation Date	1st June 2022
SOP Owner	Vaishali Jha (Manager – HR)	**Approval**	Raj Dalal (HOD)

SOP - Employee Referral Program

1. Purpose

This policy outlines a system where current employees can recommend people they think would be a good fit for job openings in the company. It lays out the process for making referrals and highlights its significance. The company values referrals highly because it believes its employees understand the company's needs and culture, and are therefore in a good position to recommend suitable candidates.

2. Scope

This policy is applicable to all employees of MaRS group working with BIM Division of the company

3. Prerequisites

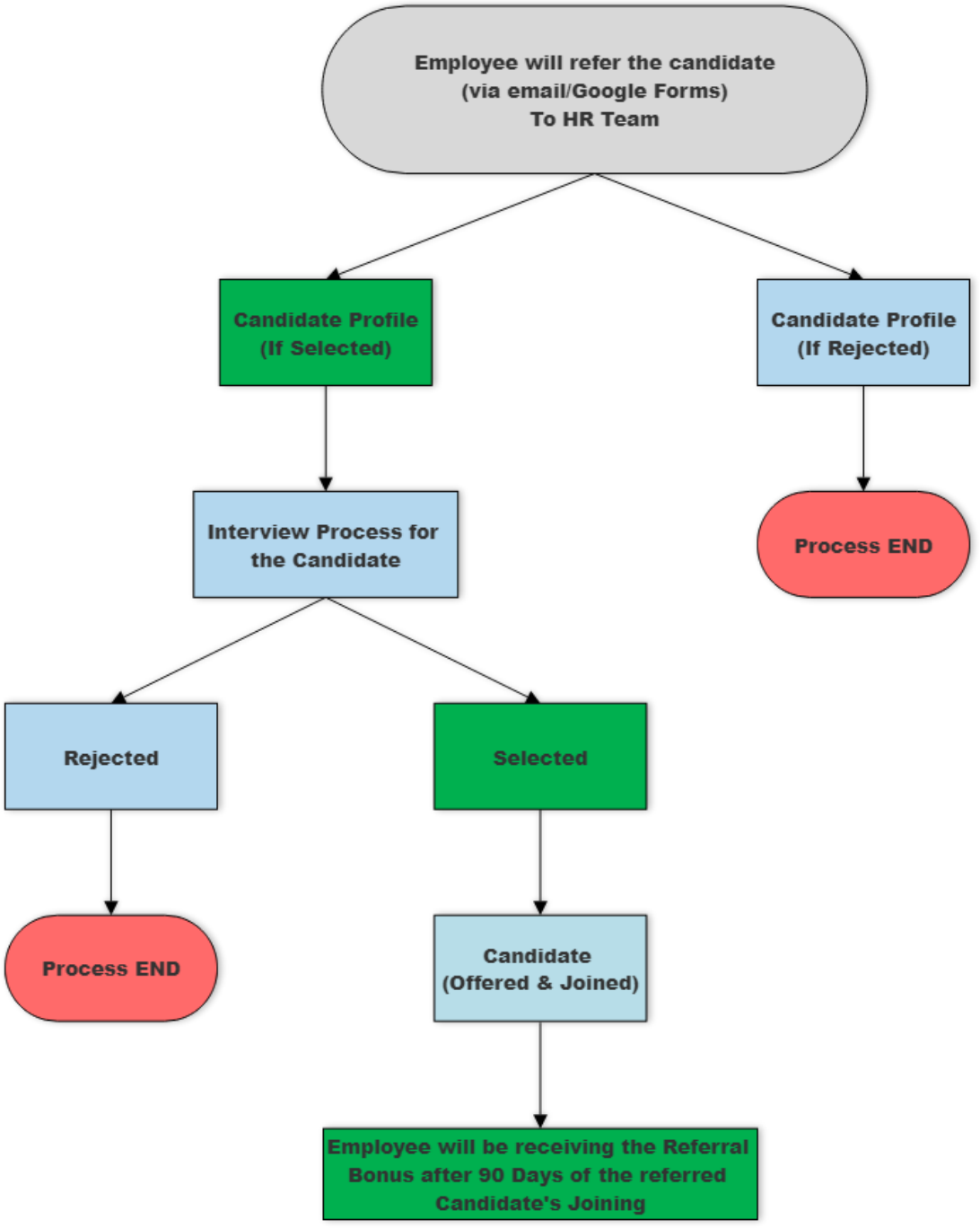
1) All employees are eligible to participate in our referral program except for:

- Senior management (CEO, Managing Director, HOD, Operation Head)
- Recruiters and hiring managers for positions for which they're hiring

Note: Hiring managers can't refer anyone for a position for which they are directly or indirectly responsible. But, they can refer someone for a position that's in a different department, office or function. This exception doesn't apply to executives.

2) The employee who makes the referral must still be employed at MaRS to receive a bonus.
3) The employee who are giving reference should not be in the notice period.
4) If more than one employee refers the same candidate, in such cases the first referrer will receive the bonus.
5) If the candidate has already applied with HR department before and then the employee refers the same candidate, in such cases the referrer will not receive the bonus.
6) Employees will be paid referral bonuses after successful completion of 90 days of their referral joining the company in the next salary payout cycle.

4. Procedure/Process



All the Referral Bonus will be categorized and paid as per below mentioned slab:

Employee Referral Amount Slabs	
Job Roles	**Referral Amount**
For Jr. Executive/Executive/Sr. Executive	3000
For Project Lead and Above	5000

5. Reference

All the Employees will share their reference via Email to the HR Manager in the Below Mentioned Format.

Employee Referral Format

Dear Sir/Madam,

I would like to refer a candidate for our current openings in the organization.
Kindly consider.

Details:

Employee Code:
Employee Name:
Department:
Phone:

Name of Candidate:
Position Referred for:
Department:
Relationship to Employee (friend, family member, referred by 3rd party, or other):

Your Signature

Enclosures: *Attach the candidate's resume in the email.*