

# Referral Program Policy

## Policy brief & purpose

Our **Referral Program Policy** explains important aspects of our referral procedures. We place great importance on referrals because we trust our network to know the greatest talent Newcastle has to offer. We want to make this process as smooth as possible for our referrers and those who they refer.

## Scope

This Referral Program Policy applies to everyone who refers a candidate to our company.

## Policy elements

### What is a referral bonus?

Our company will give out rewards to every referrer. If you know someone who you think would be a good fit for a position at our company, feel free to refer them. If we end up placing your referred candidate with one of our clients, you are eligible for a \$500 Camplify gift voucher.

Additional rules for rewards:

- We guarantee that the gift voucher will be issued within a month of the date we hired a candidate.
- There is no cap on the number of referrals an individual can make. All rewards will be paid accordingly.
- If two or more people refer the same candidate, only the first referrer will receive their referral rewards.
- Referrers are still eligible for rewards even if a candidate is hired at a later time or gets hired for another position.

### Who can participate in our referral program?

Anyone in our network is eligible to participate in our referral program except for:

- Senior management at NewyTechPeople.
- Recruiters and hiring managers for positions for which they're hiring.

Note that 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 and senior management.

Vendors, contractors, consultants and former employees are also eligible to refer candidates.

## **Who can be referred?**

We have two conditions for candidates who can qualify you for our rewards. They should:

- Have not applied to one of our job vacancies for at least a year.
- Be hired as permanent full- or part-time employees (not as temporary employees or contractors.)

NewyTechPeople offers a [referral form](#) where individuals may refer candidates. You can also reach out directly to our Directors James MacDonald and Linda Apostolidis with referrals.

Generally, we encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

We'd like to remind our employees that we are an equal opportunity employer and do not discriminate against protected characteristics. Our referred candidates may take precedence in the hiring process. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.