

Procedure title	Rec rewards programme		Originator	Ciara Pryce	
Procedure code	3.HR.EP.009		Reviewed by	Matt Teasdale	
Issue no	03	Issue date	September 2017	Date reviewed	October 2019

## 1.0 Purpose

- 1.1 The rec rewards programme will encourage everyone to contribute to the success of our recruitment business.
- 1.2 The programme provides financial incentives to eligible staff and contractors who refer candidates for vacancies advertised through VGC Personnel.

## 2.0 Scope

- 2.1 The rec rewards programme is open to all individuals who hold a vgcgroup.co.uk email or who are engaged with VGC Personnel.

## 3.0 Definitions

- 3.1 Individual: People with a vgcgroup.co.uk email or who are engaged with VGC Personnel.

## 4.0 Responsibilities

- 4.1 The head of personnel will review all rec rewards programme payments.

## 5.0 Procedure

### 5.1 Candidate referral process

- 5.1.1 Individual informs VGC Personnel staff member of a potential candidate that VGC Personnel haven't been speaking with in last three months.
- 5.1.2 Recruitment consultant follows the defined recruitment process.
- 5.1.3 Payment is made at the end of the month after the candidate has started their assignment through VGC.

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## 5.2 Rec rewards programme

Successful candidate referral (placed within three months of referral)	£300
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## 5.3 Terms and conditions

- 5.3.1 Candidate referrals will not be eligible for the rec rewards programme if the candidate has previously worked for the company, or presented to the company internally or by an employment agency within the previous 12 months.
- 5.3.2 There is no limit to the number of rec rewards incentives an individual can receive.
- 5.3.3 The individual will not be entitled to the rec rewards incentive where the candidate would become a direct report to the individual.
- 5.3.4 Rec rewards incentives may be subject to tax and other statutory deductions.
- 5.3.5 The candidate must be placed within three months of the referral.
- 5.3.6 If the assignment is terminated within four weeks, the rec rewards incentive will not be payable.
- 5.3.7 The managing director or selected representative reserves the right to modify or discontinue the rec rewards programme at any time.

## 5.4 Measurement

- 5.4.1 The business head or selected representative will provide details in the monthly board report of rec rewards that have been achieved.