

Sharekhan

by BNP PARIBAS

Human Resources

Employee Referral

Document Revision 2.0
22nd September , 2022

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SK- Human Resources-00#

Introduction

→ Purpose

Employee referral is a process by which active employees of the company can refer individuals with required qualifications for various positions in the organization. On completion of the three months of the referred employee, the referee gets the referral incentive basis the policy.

→ Scope

This procedure applies to

- Full Time Employees of Sharekhan Group
- Retainers with Sharekhan Group
- Contract staff on outsourced payroll

→ Roles

Referee – The employee who refers a candidate for a position in Sharekhan or Sharekhan group companies

Recruitment team: Mention the source of candidate on HR check list. Shares the validation email sent by the referees along with referred employees resume and other necessary details (if applicable).

HR Operations Team: Check and validate source of hiring. Check the employment status of referred and referee employee at the time of payout. Process the employee referral payout basis the referral policy.

Payroll team: The payroll team needs to process the employee referral payout basis the inputs provided by HR Operations team.

→ Traceability

The referred employee after joining has to complete 90 days tenure in organization for the referee to be eligible for employee referral incentive payment. The referee has to be an active employee at the time of payout.

→ Procedures

- The employee sends an email attaching the resume of the referred candidate through their Sharekhan email ID.
- If the candidate is selected and joins, post completion of 90 days the referee is eligible to claim the referral incentive.
- An email needs to be sent to HR Operations for the same post the referred candidate completes 90 days.
- The referral email is considered as validation for further payment process. The validation emails need to be dated prior to the date of joining of the referred employee.
- Any resigned/absconding/terminated, referee/referred employees are not processed if they have not completed 90 days.
- The referee should be active at the time of payout. In case if the referee employee status is resigned or absconding, then the payment will not be processed.
- In case of any special referral schemes, the reference amount is paid as per the scheme.

→ Guidelines

Who are excluded from earning Employee Referral incentives

- Head of function/team (Employees in a managerial/team lead role, recruiting for their own team direct/indirect reportees)
- Cluster Heads and Group Heads
- Branch Managers and Branch in Charge (for their own branch)
- Employees of HR Department
- Immediate Superior / Reporting Managers
- VP and Management Level Not Applicable for Employee Referral
- Note That no referral payments will be processed if the validation emails are not available

Checklist - Incentives Earnings for Referrals

Grade	Standard Amount	Amount for Women	Referral amount for PwD & LGBT QIA + Candidate
O1 to E4	5,000/-	5,000/-	10,000/-
E5 to M4	7,500/-	12,500/-	17,500/-
M4 to M8	10,000/-	15,000/-	20,000/-
V1 onwards	15,000/-	25,000/-	30,000/-

Guidelines for referring candidates from the PwD & LGBTQIA+ Community

- For PwD candidates, the employee who is referring the candidate to the Manager/HR needs to submit the necessary certificate also received from the candidate with the Resume.
- Employees referring candidates from the LGBTQIA+ community must have an explicit consent from the candidate before referring them under the scheme.
- The sexual orientation/gender identity of the candidate will be known to all those involved in the Employee Referral process. It will be kept strictly confidential with the concerned stakeholders.
- Disclosing one's sexual orientation/gender identity is entirely voluntarily and not a compulsion. However, to avail the referral amount for a LGBTQIA+ referral, the same should be disclosed. In case the candidate is uncomfortable in disclosing their gender

identity/sexual orientation, they will be eligible to be referred under the bracket of Standard Amount.

You may define a person belonging to the LGBTQIA+ Community as any one or more of the below:

1. Lesbian - A woman whose enduring physical, romantic and/or emotional attraction is to other women
2. Gay - The adjective used to describe people whose enduring physical, romantic and/or emotional attractions are to people of the same sex
3. Bisexual - An individual who is physically, romantically and/or emotionally attracted to men and women. Bisexuals need not have had sexual experience with both men and women; in fact, they need not have had any sexual experience at all to identify as bisexual.
4. Transgender - An umbrella term for people whose gender identity and/or gender expression differs from the sex they were assigned at birth.
5. Transsexual - A person who emotionally and psychologically feels that they should have been the opposite sex and wants to live, dress and behave like them, especially somebody who has had a medical operation to change their sexual organs
6. Queer/Questioning - Though queer may be used by people as a specific identity, it is often considered an umbrella term for anyone who is non-cisgender or heterosexual.
7. Intersex - A term to describe individuals who are born with variations of sex characteristics that do not fit with binary definitions of male or female bodies.
8. Asexual - Sometimes shorted to "ace," this term refers to someone who has little or no sexual attraction; they may, however, experience romantic attraction.
9. Pansexual - Pansexuality is the romantic, emotional, and/or sexual attraction to people regardless of their gender. Like everyone else, pansexual people may be attracted to some people and not others, but the gender of the person does not matter.

Verification and Validation

Output Validation	An email from the employee enclosing the resume of the referred candidate needs to be provided by the recruiter at the time of onboarding
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This chart contains a history of the revisions made to this document.

Revision Number	Date of Issue	Author(s)	Brief Description of Change
0.1	01-10- 2019	First	Initial SOP
0.2	18-08- 2022	Second	Updated to changes in process & separate incentives for diversity candidates

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