



Recruitment Bonus Scheme 2021

Recruitment Bonus Scheme (Refer a Friend)

Attracting new employees to Fair Ways is vital to our current and future success. However, finding new staff in such a competitive market isn't always easy.

To support our recruitment activities, we will recognise employees who recommend an individual who is subsequently employed by Fair Ways on a permanent contract, with a minimum of 20 guaranteed hours per week.

A recruitment bonus will be paid to employees who introduce candidates into roles designated as eligible under the scheme. These roles may be for a specific recruitment campaign (for example the opening of a new service) or positions that are difficult to fill as they require a particular set of skills and experience. Roles eligible for a recruitment bonus payment will be clearly identified on our vacancy's lists.

Employees making the recommendation will be awarded a bonus once the new employee has completed their 6-month probationary period.

The Workforce Planning Group will review all vacancies, agree which are eligible for the scheme and the level of bonus applicable these will then be sent to the MD for final sign off.

All vacancies will be advertised with the level of recruitment bonus payable clearly shown on the internal vacancies list.

All payments will be made through Payroll and are subject to normal tax and NI deductions for employees.

The scheme is open to all staff except those listed in the Terms and Conditions.

Process:



1. To recommend an individual for a role send an email to recruitment@fairways.co before they submit their application to advise us, stating the following:
 - Candidate name
 - How long you have known the candidate
 - In what capacity you know the candidate
2. The Recruitment Team will then attach your email to the Application Form and record the information.
3. If your recommendation is successful, you will then be eligible for the bonus. A member of the Recruitment Team will contact you to advise you of this and they will ensure Payroll are made aware that payment is due, once the new employee has completed their probation period successfully. Payment will be made through Payroll via BACS transfer.

Bonus Payments:

Bonus Payments for eligible vacancies will be within the following parameters:

- Vacancies in Pay Band D (Operational Support Worker): up to £1000.00

The WPG will recommend bonus payments for any other roles that are deemed as eligible vacancies.

Scheme Rules:

- Recommended candidates must not have worked for Fair Ways previously.
- Employees must gain the permission of the candidate prior to making the recommendation.
- Only one person can recommend an individual; money cannot be shared between employees.
- Candidates must not be sourced through a third party, including agencies or apprenticeship schemes.
- Employees must not advertise vacancies on behalf of the business but can 'share' vacancies over social media.
- Both the introducing employee and the new employee must be employed by the company at the time the payments are due to be paid.
- The scheme is entirely discretionary, non-contractual and does not form part of the terms and conditions of employment.
- The business reserves the right to withdraw, vary or amend the scheme at any time.
- This scheme is not open to any employee involved in recruitment and selection decisions. HR employees must not be involved in any part of the individual's appointment and must disclose any personal relationship with an applicant early on to the Deputy Director of HR.
- This scheme is not open to company Directors and Deputy Directors.

*All terms and conditions must be met in order to be eligible.