

Recruitment Bonus Scheme (Refer a Friend)

Attracting new team members 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 voucher will be paid to team members 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 voucher will be clearly identified on our internal vacancies (which can be found on the Community Platform - available through managed bookmarks).

Employees making the recommendation will be awarded a £250 Voucher once the new team member has successfully passed their 6-month probationary period.

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 voucher. A member of the Recruitment Team will contact you to advise you of this and they will ensure Payroll are made aware that this is due, once the new employee has completed their probation period successfully.

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; voucher 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 voucher is 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 Director of HR.
- This scheme is not open to Heads of Service or Directors.

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