

HUMAN RESOURCE POLICY RASAPOORNA FOODS PVT. LTD.			
Applicable Locations	All Locations	HR Policy No.	RFPL/HO/HR
		Version	01
		Effective Date	01/04/2024
Title	Employee Referral Policy	Review Date	31/03/2025
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1. OBJECTIVE:

Objective of this policy is to establish guidelines for employees to refer candidates for various open positions and earn incentives.

2. ELIGIBILITY:

- Operations - All the employees till Outlet Manager / Production Manager are eligible to claim incentives under this policy.
- HO - All the employees except Business Heads & HR are eligible to claim incentives under this policy.

Designations of reference provider	Levels eligible for referring
Employees Below Outlet Manager	Any level
All the employees of HO except Business Heads & HR	Any level
Production Support	Any level

3. Incentives will be released post completion of 120 days of services by new joiner. Referred candidate & Employee who is claiming the incentives should be active and not serving notice period for claiming the referral incentives. No incentives are applicable for referring part time / Temp staff employees.

4. PROCESS:

- Employees can share their references with Outlet in-charge for all the positions below Outlet Manager. Outlet In-charge must mention the source of hire as reference and put employee's name who has referred on the joining / employment application form.
- On completion of 3 months from the date of joining for all such referred candidates, the employee who has referred them has to fill up the Employee Referral Acknowledgment form.
- Forms of employees referred for level below Outlet Manager need to be approved by the reporting manager of referrer. Salesman and above level forms need to be approved by HR to whom reference was made.
- All such approved forms need to be submitted to HR post 3 months & within 6 months from DOJ of referred candidate. Forms received after 6 months will not be considered.

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- All the approved forms received by 20th of the month will be processed in the same month's payroll.

5. Incentives

Designations	Incentives	Eligibility
SalesMan to Outlet Manager / Helper	₹ 1500	Post 120 Days

- Incentive amount / eligibility may be changed depending on the urgency of hiring needs, same will be communicated from time to time.
- DISCLAIMER:** Employee referrals are done in the spirit of advisory helps and do not bind HR / Management in any way whatsoever to interview, select or hire the referred candidate.
- AMENDMENTS:** This policy supersedes all earlier policies made in this regard and company, at its sole discretion, may amend and modify the policy from time to time and may withdraw the policy any time without any notice.

Note: Employees who will leave during festival season will not be availed this benefit.