

Employee Referral Policy

Guiding Principle:

At Bundl Technologies Pvt Ltd, we believe that our people are the main force behind our success. Our employees are our brand ambassadors and it has been our constant endeavor to keep building a flexible and employee-centric organization through a culture of co-creation and that is why we're always on the lookout for talented people to join us and build diversity within. With that in mind, we are launching our Employee Referral Program (ERP), through which our employees can refer talented professionals who can be a great fit for our values.

We encourage all employees to refer to this policy and process document for any future reference. This also includes the details of the financial rewards for successful closures through referrals.

Eligibility:

- All the full-time employees of Bundl Technologies, its subsidiaries, affiliates, associate, and group companies.

Not Eligible For Referral Bonus:

- Full time employees who are Grade 11 and above
- Members of the HR team
- Interns, Contract, FTC and Consultants
- Conversions of Contract Employment to Full Time Employment
- Hiring Managers or any employee involved in the evaluation of the candidate
- To be eligible for the payout, the referrer shall neither be part of the interviewing process/decision/panel for his/her referred candidate nor should have direct reporting relationship with the referred candidate post joining the company.

Eligibility Criteria:

- Candidate must be referred through the employee referral program via our ATS only
- The hiring process must be completed for the suitable candidates referred within 120 days from the referral submission date via our ATS Tool
- If the organization offers employment to the referred candidate for a different full time position, the employee (referrer) will be eligible for the payout
- The referred candidate must be personally/professionally known to the employee (referrer) and not through any recruitment agency or external sources.
- E.g. - If a candidate approaches an employee on any of the social platform say LinkedIn and the employee passes on the contact details to other teams/HM or to the hiring team, then same will not be considered under the referral bonus program
- Active employees referring former/ex-employees of Swiggy/SuprDaily/Scootsy or Co's subsidiaries will be eligible for referral bonus, however the ex-employees must be rehired after 6 months time since their last exit date/being associated with us which would be the basis of the rehire eligibility check.

- The referrer shall get the referral bonus only after the referee completes 3 month tenure in the organization.
- In case the referee resigns/is serving notice within 3 months of joining, then the referrer will not be eligible for the bonus payout.
- The referrer is eligible for the bonus despite being on notice period or has exited the company. The payout will happen in the Salary cycle or along with their FnF details.
- If the referred employee completes 3 months before 20th of the month, the payout will happen along with the same month's salary. If the date is post 20th, the payout will happen along with the next month's salary.
- Referral Bonus will be taxable as per taxation rules prevailing at that point of time whenever applicable.

Process:

- The HR team will send out emails via the ER mailbox containing details of the open positions.
- Employees can also check out the [Employee Referral - Link](#)
- To refer, the employee needs to follow the below process -
 - Select the role that is a close match to the referred candidate's skill sets
 - Attach your official email ID for authentication and click on 'Refer'.
 - Attach the CV and fill in the required details, along with the [Recommendation](#)
 - Finally, click on 'consent' and submit the application

Click here to refer to our ATS Portal - [ATS - Link](#)

Overview of the Experience: *Be an active part of our ATS - with just a click!*

1. End-to-end automated process ensuring a seamless experience
2. Real-time view on request progress for higher transparency
3. Easy application and submission of referrals for employees

Award For Successful Referral:

- Referral amounts listed below will be paid out in full after the referred candidate is selected and successfully completes 3 months of employment with Bundl Technologies Pvt Ltd.

Grade Referred for (Non-Tech/ IT/CC)	Referral Bonus
12	3,00,000.00
11	2,00,000.00
10	1,00,000.00
9	80,000.00
8	60,000.00
7	50,000.00
6	40,000.00
5	30,000.00
4	20,000.00
3	15,000.00
2	10,000.00
1	5,000.00

Grade Referred for (Tech)	Referral Bonus
12	3,00,000.00
11	2,50,000.00
10	2,00,000.00
9	1,50,000.00
8	1,00,000.00
7	75,000.00
1-6	50,000.00

Grade Referred For (Kitchen)	Referral Bonus
7	25,000
6	20,000
5	15,000
4	10,000
3	5,000
2	3,500
1	2,000

Exception:

- Any exception to the policy will need the approval of the hiring team, Business Head and Head of Human Resource. There may be business conditions that lead to a position to be filled without posting for referrals or to post the position while simultaneously recruiting from the outside.
- Please note that the company may modify the referral program over time to add more interesting incentives. The organization also reserves the right to abolish certain rewards if they prove ineffective or inefficient. Any changes to the existing policy will be communicated immediately.
- We are an equal opportunity employer and do not discriminate against protected characteristics. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.

Version	Version date	Effective from	Prepared by	Reviewed by	Approved by
6.0	April 1st , 2022	April 1st , 2022	HR Department	Manager HRBP	Head HR

Employee Referral Process & FAQ's

Employee Referral Process - Application, Selection and Payout.

Refer to FAQ's section for more details.

1- Application Process:

- All vacancies received from HRBPs to the Talent Acquisition team, will be posted on our ATS via the ER mailbox exclusively for internal employees.
- Vacancies will be communicated to all permanent employees once every week via email.
- Employees will be able to view all the positions, which are open for ER by the TA team, on ATS. The same will also be released in the floater emails from the HR team.
- Candidates must be referred by employees via ATS only
- Refer to the IJP and ERP mailer on steps to follow
- The referred candidate must be personally/professionally known to the employee who refers him/her and not through any recruitment agency or external sources. The employee must share the resume/contact details of the referred candidate. Note: If a potential candidate approaches an employee on LinkedIn and the employee passes on the contact to the hiring team, the same will not be considered under the referral bonus program
- Employees are encouraged to seek more information from the respective recruiter to know more about the candidate status or via ATS , before formal submission for the role.

2- Selection Process:

- The Talent Acquisition team will carefully review, shortlist the relevant profiles based on criteria set by the hiring manager before moving the applicant into the interview process. The team will revert within 3-21 days TAT on the suitability and final status of the referred CV.
- Shortlisted applicants will go through the interview process and panel discussions scheduled by the TA Team.
- Upon completion of the interview process, a debrief will be scheduled on the basis of feedback received and proceed accordingly.
- Candidates who have been interviewed, but not selected, will be informed via email or calls along with the one who has referred them. The referrer can find all relevant status updates on the ATS dashboard
- The recruiter will connect with the interview selected candidate for further offer process and joining formalities

3- Bonus Payout Process:

- Once the candidate (i.e. referee) is offered the role and joins, the same will be notified to the referrer.
- After successful completion of 3 month tenure by the referee, the referrer will be paid out the bonus, as applicable to the grade hired at, (terms and conditions apply) in the salary cycle (period of 21st of current month to 20th of next month).

- The eligibility criteria set as per the process will be checked for any possible conflicts before processing the bonus amount.
- If there are any queries regarding the eligibility criteria and bonus payouts, please reachout to the respective TA team member for details.

FAQ's:

1. Q - When will I get my referral payout?

Ans - As per the employee referral policy, an employee is eligible for referral payout after completion of 90 days from the DOJ for the referred candidate. The payout will happen in the subsequent month's salary basis the eligibility criteria

2. Q- Where can I go and refer my friend/colleague/relative?

Ans - Please click the link below to look out for roles that best match your referral and refer to them.
<https://swiggy.mynexthire.com/app/#/employee/jobs/my-referrals>

3. Q - How to track my referral status?

Ans - Referral application status can be tracked on the ATS using the link below.
<https://swiggy.mynexthire.com/app/#/employee/jobs/my-referrals> - Please sign in with Azure AD.

4. Q - What's the process post referral/application submission ?

Ans - Refer to the ER Process and FAQ doc on Darwin

5. Q - Sending or refering the resume through email/Whatsapp, does that count as a referral bonus?

Ans - No. Only referrals that are referred through the ATS, will be considered as referrals and payouts of the bonus shall be made accordingly

6. Q - I have shared a CV over email with my boss. He has also confirmed it, will I get a referral bonus?

Ans - No. Only referrals that are referred via ATS are considered for a referral and will be eligible for bonus payouts

7. Q - What's the amount of referral bonus for different grades?

Ans - Please refer to the ER policy on Darwin - HR Policies, which contains the details on referral bonuses for different grades and verticals.

8. Q - I tried to upload a resume through the portal, but it showed me the duplication error, hence I sent the resume over the email. Will it be considered as a referral bonus?

Ans - No. The CV is considered a duplicate because it already exists on the ATS and hence is not eligible for a referral bonus.

9. Q- Even if a person has not applied for a particular role through the Careers Portal and I am referring through ERP, it shows a duplication error as his CV might be on the database while he applied for some other role a few months back.

Ans - The duplicate of CV can occur on multiple instances i.e. if the candidate has applied directly for any other roles be it via our career page, LinkedIn, IIM jobs, campus or would have been shared by any other employee or our staffing vendors or being sourced by our internal Talent acquisition team.

10. Q - The candidate had applied earlier but was not considered. After I referred him again, he was considered. Will I be getting a referral bonus?

Ans - Yes and No

If the candidate had earlier applied then there are chances of duplication, hence No.

However - If it has been more than 120 days and if referred later then- Yes.

The checks will be done based on the eligibility criteria as per the referral policy, will be evaluated based on the cooling period criteria and the owner of the profile will be eligible for referral payout.

11. Q - What is the cooling period for referrals?

Ans - 120 days from the date of referral through the portal (applicable to any role if hired irrespective to the referred role)

12. Q - If I help identify/bring in a candidate to the notice of the TA team, in spite of it being duplicate to a much more relevant role and the same gets hired, will I get the referral bonus

Ans - We will go by the thumb rule of the cooling period and credit the same to the initial source only - first come first serve basis.

13. Q - If the candidate has applied directly by taking my reference/Emp ID/email ID will I get the referral credit?

Ans - No, This has to be verified by the employee referring (should be referred and recommended by the employee through the ATS only)

14. Q- Will I get the referral bonus if I am serving my notice period/inactive in the company before 3 month completion of the referee?

Ans - Yes, you will get the bonus if the referee successfully completes 3 month tenure without resigning or not serving notice within 90days, the bonus will be paid in the subsequent salary or through FnF by the organization.

15. Q- Will a CV received from LinkedIn/Facebook/Whatsapp etc.,be counted as a referral?

Ans - No. As per the referral policy, only candidates whom you know personally or professionally are considered as a referral.

16. Q. Who should I reach out to for my referral bonus payment details?

Ans - Please reach out to the HRBP or the TA spoc for the details

17. Q. I am grade 9/10 and have referred candidates before March 2022, will I get referral bonus for them?

Ans - Grade 9/10 are eligible for the referral bonus payout only for Cvs that were referred effective 1st April 2022 and later. Cvs referred before 31st March 2022, the old policy will be applicable.