



Scheme Document – Refer & Earn and Welcome Bonus

Terms and Conditions

Refer and Earn Eligibility Criteria

You **may** refer if you are a **permanent employee, a fixed term employee (FTC) or a Bank Worker at Outcomes First Group**

You **may** refer if working within HR or Resourcing, however you **will not** be eligible for a referral bonus

You **may not** refer someone that has left the business within a 12-month period

You **may not** refer someone to a vacancy within your direct line management structure

You **may not** refer a current temporary agency worker

You **will not** be eligible for a Refer and Earn payment if you refer someone on a part-time (below 35 hours) contract

The scheme **is not** eligible for internal moves

Note:

- There is no limit on the number of referrals you can make
- Ensure your referral states your name on the application form for eligibility
- Initial RAF payments are made subject to successful completion of 1 month in service, should your referral leave within the first 1 month, you will not be eligible for payment

Important Information:

All referral payments are subject to Tax and NI

All candidates will be given the same consideration and undertake the same interview and selection process, whether referred or otherwise. They will also be subject to the usual safer recruitment checks as non-referred applicants

For Further information please contact Siscely Solomon at referandearn@ofgl.co.uk

Welcome Bonus Eligibility Criteria

You will only be eligible for a welcome bonus that was advertised at the time of your application

If the Welcome Bonus was removed before your application was submitted, you will **not be** eligible

You **will not** be eligible for a welcome bonus if you are agency and or a contingent worker and have joined us on a permanent or temporary basis

You **will not** be entitled to a welcome bonus if you are a part time, fixed term or bank worker



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You **will not** be eligible for a Welcome Bonus if you move to a different role prior to starting with Outcomes First Group

The scheme **is not** eligible for internal moves

Note:

- All welcome bonuses are subject to the terms and conditions advertised, first payments will only be made after successful completion of 1 month or otherwise advertised terms, if you leave before the completion of 1 month, you will not receive payment
- Second welcome bonus payments are due for payment following successful completion of probationary period. If you probation ends after the payroll cut off, you will be paid the following month.
- Any employee who is entitled to a welcome bonus and chooses to terminate their employment within the first 12 months, will be required to pay a proportion of their welcome bonus payment back to Outcomes First Group please see Terms and Conditions below

Important Information:

All referral payments are subject to Tax and NI

For Further information please contact recruitment@ofgl.co.uk

Terms and Conditions for Welcome Bonuses awarded to new starters within Outcomes First Group and Refer and Earn Payments for Existing Employees

Introduction

For certain roles Outcomes First Group have introduced Welcome Bonuses to assist in the recruitment and retention of high-quality staffing. This document sets out the terms and conditions associated with these payments.

Welcome Bonus

1. A 'Welcome Bonus' payment will be made for approved posts to newly recruited staff
2. The Welcome bonus payment will be made following the terms and conditions of the welcome bonus advertised. If you are entitled to a welcome bonus payment when you start in employment, you will be paid after successful completion of 1 month (or otherwise advertised terms)
3. For those staff who are on fixed term contracts, part-time or bank positions or internal transfers will not be entitled to welcome bonuses
4. The approval of payment for a Welcome Bonus will rest with the HR Director, Head of Resourcing, Managing Directors, or Regional Directors of those advertised positions. There will be no right of appeal and their decision will be final.



5. If any new starter who is entitled to a welcome bonus chooses to terminate their employment with Outcomes First Group within their first 12 months, they will be required to pay a proportion of their Welcome Bonus payment back to Outcomes First Group as outlined below:
 - A. If you leave within 3 months, you must pay 100% of your welcome bonus back
 - B. If you leave within 3 – 6 months, you must pay 75% of your welcome bonus back
 - C. If you leave within 6 – 12 months, you must pay 25% of your welcome bonus back
 - D. If you leave after 12 months or more, you will pay 0% of your welcome bonus back
6. When determining a repayment, any mitigating factors which the worker puts forward will be taken into consideration, for example, health or compassionate reasons. A right of appeal to the HR manager will be available as the final arbiter.
7. Where an employee is dismissed for reasons of misconduct within their first 12 months of employment the Welcome Bonus will normally be reclaimed by Outcomes First Group in full. Where the employee is dismissed for reasons of competence a proportion of the Welcome Bonus payment will normally be recouped. No recoupment will apply where an employee is dismissed for reasons of permanent ill health or inefficiency due to ill health, or for reasons of redundancy or other organisational reasons.

Refer and Earn

8. Where an existing employee of Outcomes First Group formally introduces an applicant and they are successfully appointed to an approved post, a refer and earn payment will be made to the existing employee once it has been confirmed that they have commenced employment and have successfully completed 1 month in post. A second payment will be made once the employee successfully completes 6 months' probation.
9. The introduction must be made by the applicant providing the existing employee's details into their application form. The introduction can be made in association to any identified permanent position that is full time, no payments will be made for anyone being referred to a fixed term, bank, or part time position. You must also meet the other terms and conditions set in line with the refer and earn scheme which is managed directly through the Head of Resourcing.
10. No payment will be made other than when the forms have been submitted correctly or agreed in advance.
11. Applicants who are introduced in this way will follow the normal recruitment processes and requirements following their introduction.



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12. If the introducer and the recruited staff member come to any private agreement about sharing the refer and earn fee, this is a matter entirely for them and Outcomes First Group will have no part in these arrangements.

General Points

13. Outcomes First Group will take disciplinary action under its agreed procedures in all cases where the payment of allowances is abused in anyway.
14. These terms and conditions will be reviewed regularly and may be changed by Outcomes First Group without notice with no obligation to employees or applicants who have not been formally notified that they will receive a payment.