



## **Employee Referral Policy**

**Version Number: 1.0**

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# TALENT SCOUT

## Employee Referral Program

### DOCUMENT CONTROL

<b>Document Title</b>	<b>Employee Referral Policy</b>
<b>Prepared By:</b>	CHRO
<b>Approved By:</b>	CEO
<b>Effective Date:</b>	1 <sup>st</sup> January 2025
<b>Document Expiry Date:</b>	NA
<b>Document Applicability:</b>	The Policy shall be applicable to all employees of GreenLine Mobility Solutions Limited and its Subsidiary Companies including Advisors, Trainees & Consultants.
<b>Document Classification:</b>	Company Confidential
<b>Document Distribution:</b>	This is a proprietary document owned by GreenLine Mobility Solutions Limited its Subsidiary Companies. Its use & publication is restricted and permission to do the same is with CHRO.

# TALENT SCOUT

## Employee Referral Program

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# TALENT SCOUT

## Employee Referral Program

### Objective:

Objective for Employee referral program is to **speed up the hiring process, immediate access to best talent** to fill up **few critical positions / unique in Industry** without compromising on selection criteria and process. As an employee of the organization understands the nature & requirement of business, he / she can match skill sets and competency of their friends or ex-colleagues with requirements of GreenLine Mobility Solution and all its subsidiary companies. The approach can also **boost employer branding, sense of ownership and pride** of employee while helping Talent Acquisition team to make a best hiring decision. This can lead to higher job satisfaction, increased motivation, and better performance. Concurrently, an employee ("Referee" hereinafter) who refers a successful candidate shall be rewarded as per terms and conditions outlined in this document.

### Scope:

- a. This Referral Program applies to all employees of GreenLine & its subsidiaries (except HODs & HR) who refers a successful candidate.
- b. Talent Acquisition team shall circulate **specific open positions** to employees, no sooner the position is open to hire, for which referrals can be made as per guidelines outlined hereafter.
- c. Employees can refer a candidate to TA team on attached format within 15 days from the date of circular via email to all employees or display on notice board.
- d. Employee need to send an email to [talent.destination@greenline.in](mailto:talent.destination@greenline.in) of the referred candidate along with resume in the prescribed format.

### Duration:

The program is effective from January 1, 2025, and will remain valid until further notice.

### Eligibility Details:

- a. **Qualification period:** If the Company hires the referred candidate, and the referred candidate remains employed with the Company for at least 90 days, it qualifies for referral reward for referee.
- b. A referred candidate must accept the Company's employment offer within six months from the date first referred to the Company.
- c. If one candidate is referred by multiple employees or alternate sourcing channel, the first referring source will be considered to position the candidature for the selection process and suitably rewarded or paid.
- d. This Referral Reward will be paid only for candidates who have had no previous discussion with the Company (e.g., former applicants).
- e. The referred candidate will not have a direct reporting line to the employee who recommended them.
- f. Referee must be employed with the organization at the time of disbursement of referral payout. Ex- employees of any of Essar Group Company would not be eligible in the referral scheme.
- g. Employees won't be eligible for referral payout for their own blood relation (Father, Mother, Brother, Sister, Spouse & Kids), however distant relatives can be considered. However, declaration and approval in line with Conflict of Interest Policy is must.
- h. The Referral reward will be paid to the employee within 30 days after the Referred Candidate's Qualification Period (90 days).
- i. Payment: Referral Reward will be paid after completion of Qualification Period (90 days) and subject to favourable background verification and observed good conduct. The referral amount is subject to applicable taxes.
- j. There is no limit to how many positions or how many candidates can be referred by an employee.
- k. Any misrepresentation or misuse of the policy will be treated as gross misconduct and appropriate action will be taken

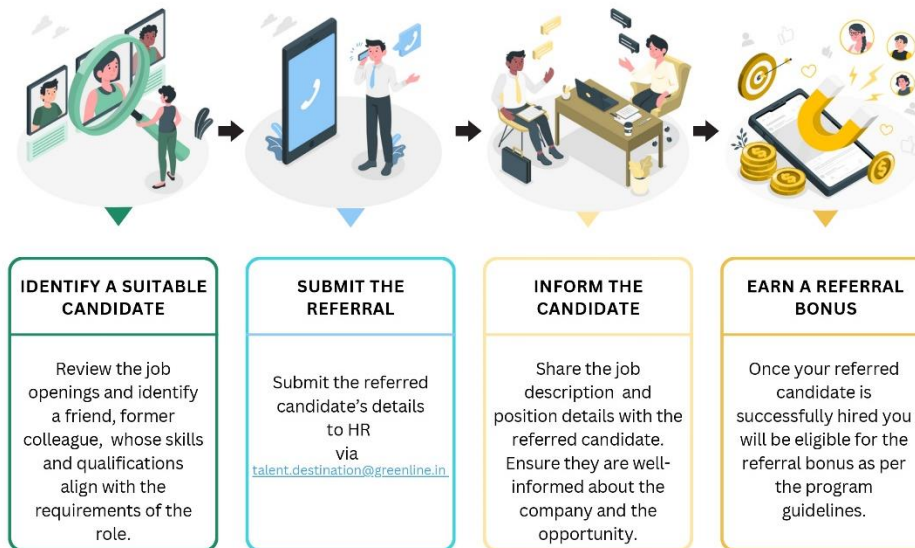
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### Referral Reward Payout:

Referral program is designed to reward the right fitment and longevity of the employee with the organization.

Level of position closed	Referral Reward
M-4	Rs. 50,000/-
M-5 to M-7	Rs. 30,000/-
M-8 & Below	Rs. 20,000/-



### How to Refer:

#### Information Flow:

The TA team shall confirm receipt of the referred profile and eligibility under referral program per return mail.

Referee shall be informed on the following stages:

- Stage 1: Selected / Reject
- Stage 2: Offer Made
- Stage 3: Offer Accepted
- Stage 4: Candidate Joined

Any query on this, may be sent to Bhupesh Sawantdesai (CHRO) or Glyniss Fernandes (JGM - TA & PMS)