

# Refer a Friend Policy – Bulgaria

## **Rules and Regulations**

A cash bonus will be paid to active Sutherland employees who refer qualified external applicants who are hired into the company and reach their milestone date.

All REFER Bonuses are paid out following the pay period during which the referred employee meets their milestone employment date. All milestone dates are based on the referred employee's start date.

All referrals must be documented and acknowledged by the Talent Acquisition Team to be eligible for payment.

## **Process for Referring an Applicant**

- All referrals must be submitted through the referral form on the REFER portal SmartRecruiters <https://www.smartrecruiters.com/app/employee-portal> prior to the referred applicant's completion of the application.
- When you submit a referral, you will receive a submission confirmation from the REFER portal system. This does not confirm eligibility for the bonus, only that the submission was received.
- All referrals will be processed by the Talent Acquisition Team.
- Referrals will be reviewed for bonus eligibility when the referred applicant meets the specified milestone date.

## **Refer a Friend Program Policy**

- The REFER Program is open to Sutherland employees from Level 1 to Level 6. Employees at Level 7 and above may participate in the referral process, but they are not eligible for referral bonus.
- Sutherland employees may refer anyone to the company regardless of their relationship to the applicant.
- If the person you refer is a re-hire (ex-Sutherland employee), to be eligible for a bonus, their exit date should be more than 18 months prior to the referral submission.
- All referrals are valid for six months. After six months, a referral must be resubmitted to qualify for the bonus.
- The REFER program is designed to reward employees who engage new or returning candidates. If a referral is submitted for an applicant who has a completed application in the system, that applicant must have had six months of inactivity (not involved in an active selection process for any role) for the referring employee to be eligible for the bonus.
- If two or more employees refer the same applicant, the Referral Form received first will qualify for the bonus payout.

- Employees with influence over the hiring process will not be paid for referring applicants to the programs over which they have influence. This includes, but is not limited to, employees from Human Resources, Talent Acquisition and Hiring Managers.
- The "Refer a Friend" bonus is due for payment in 1 installment – 100% after the end of the probation period.
- To earn the referral bonus, both the referring employee and the referred candidate must be actively employed on the milestone date (end of the probation period of the candidate) and during the payroll cycle in which the bonus will be paid. If one or both leave the company, are on notice, or are terminated, the bonus will not be paid. The bonus is paid in the paycheck at the end of the month in which the referred employee completes their probation period. If the probation ends after the 15th of the month, the bonus will be paid in the following month's paycheck.

#### **Bonus Amounts\***

- **1000** Euro – German (Work at Office), Polish, Czech
- **750** Euro – German (Work at Home), Dutch, Arabic, Romanian, Portuguese, Swedish, Danish, Norwegian, Finish, Hebrew
- **500** Euro – French, Italian, Russian, Turkish, Chinese
- **300** Euro – Spanish

\*All amounts are gross. All amounts apply only to permanent positions.

#### **Additional Rules**

- Referred candidates will be contacted upon suitable openings.
- All referrals must possess a minimum of B2 English proficiency, unless they are referred for a position that specifically requires proficiency in the primary language only.
- For the purposes of this policy, the term 'start date' will specifically refer to an employee's first day of work, and not the date an applicant accepts an offer of employment.
- REFER campaigns are geared toward incentivizing and rewarding our consultants to REFER within their work peer group and to support our programs globally. Employees from Level 1 to Level 6 are eligible for reward when they REFER in support of our clients (Unless directly involved in the hiring process.).
- If your referral is hired on a part-time schedule – from the start, after training, during nesting, or until the end of the probation period – the Refer a Friend bonus will be calculated based on part-time hours. The proportional bonus amounts are 50% for a 4-hour schedule and 75% for a 6-hour schedule. If the referred employee works any other part-time schedule, the bonus will be calculated proportionally.