		Procedure title	Rec rewards programme
Manual name	Business Management System	Originator	Ciara Pryce
Procedure code	3.HR.EP.009	Issue	03
Reviewed	Matt Teasdale	Date	March 2015

1.0 Purpose

- 1.1 The Rec rewards programme has been developed to create a culture that encourages and incentivises everyone to be responsible for recruiting and business development.
- 1.2 The programme provides financial incentives to eligible staff and contractors who refer tangible business leads and external candidates for vacancies advertised through VGC Personnel.

2.0 Scope

- 2.1 The Rec rewards programme is open to anyone who holds a vgcgroup.co.uk email address or is working with VGC Personnel.

3.0 Definitions


- 3.1 Individual: person with a vgcgroup.co.uk e mail address or who is working with VGC Personnel

4.0 Responsibilities

- 4.1 The VGC Personnel team leader will review all Rec rewards programme payments.

5.0 Procedure

- 5.1 Business development referral process
 - 5.1.1 Individual advises VGC Personnel staff member about a new business opportunity / qualified lead which is not a current business contact for VGC Personnel.
 - 5.1.2 VGC Personnel to make contact and nurture relationship.
 - 5.1.3 VGC Personnel gets an order for staff.
 - 5.1.4 Payment is authorised for the end of the month after a new candidate has started an assignment through VGC.
- 5.2 Candidate referral process
 - 5.2.1 Individual tells VGC Personnel staff member about a potential candidate that VGC Personnel hasn't been speaking to within the previous three months.
 - 5.2.2 VGC Personnel recruitment consultant follows the defined recruitment process.
 - 5.2.3 Payment is made at the end of the month after the candidate has started their assignment through VGC.

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5.3 Rec rewards programme

Incentive type	Rec rewards incentive
Successful business development referral	£300.00 per placement during the first three months of the business relationship
Successful candidate referral (placed within three months of referral)	£300.00

5.4 Terms and conditions

- 5.4.1 Candidate referrals will not be eligible for the Rec rewards programme if the candidate has previously worked for the company, or been presented to the company internally or by an employment agency within the previous 12 months.
- 5.4.2 There is no limit to the number of Rec rewards incentives an individual can receive.
- 5.4.3 The individual will not be entitled to the Rec rewards incentive where the candidate would become a direct report to the individual.
- 5.4.4 Rec rewards incentives may be subject to tax and other statutory deductions.
- 5.4.5 If the assignment is terminated within four weeks, the Rec rewards incentive will not be payable.
- 5.4.6 The managing director or selected representative reserves the right to modify or discontinue the Rec rewards programme at any time.

5.5 Measurement

- 5.5.1 The team leader or selected representative will provide details in the monthly Board report of Rec rewards that have been achieved.