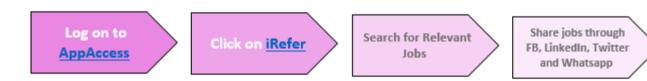# Employee Referral Policy

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Objective:

'iRefer' is our exclusive employee referral rewards program. It is designed to reward employees who refer their contacts (family and friends) for open positions within the company.

Scope:

- All Full time, Direct Contract, Vendor Contract and Casual employees (Australia only) are eligible to participate in the employee referral program

- All employees across locations and towers are eligible to participate in this program

- Rewards are given to those employees whose candidates submit their resumes through the iRefer Tool (from AppAccess) and get selected for full time opportunities

- Opportunities who join Mphasis. Payout is applicable only upon the candidate joining Mphasis and completing 60 days of employment

Description:

- The employee will have to refer candidates on iRefer tool against suitable Job opportunities.

Log on to AppAccess → Click on iRefer → Search for Relevant Jobs → Share jobs through FB, LinkedIn, Twitter and Whatsapp

- The status (Selected/Rejected) of the referred candidate can be checked on the iRefer Tool. As a referrer, you would also receive an email with the referral status update to your Mphasis email id.

- For a period of Twelve (12) months from the date of uploading the profile on iRefer Tool, if organization offers employment to the candidate referred for any other position, the employee (referrer) is eligible for referral payout.

- The referral payout will be made based on the Business unit, level, process, and location, applicable where referred candidate compensation and designation is aligned. "Coins" are equivalent to the currency paid out.

- To be eligible for the payout, the referrers shall neither be part of the interviewing panel for his/her referred candidate nor should have the direct reporting relationship with the referred candidate

- The Referral amount is paid in the currency in which the referring employee is paid salary.

- To be eligible for referral bonus payout, the referrer and referee should be active employees of Mphasis/Digital Risk on the payment input date. In the event of referrer or referee resigning / serving notice period, the referrer will not be eligible for the referral bonus.

- Employee will be entitled for referral rewards for placing ex-employees. However, the ex-employee should have worked with Mphasis/Digital Risk 18 Months prior to the referred date by the Referrer.

- The payout eligibility list will be generated on 5th of every month and the same will be considered for the payroll processing. If the referred candidate completes 60 days in Mphasis/Digital Risk post the 6th of the month, it will be included in the payout eligibility list for the succeeding month.
- Referral rewards shall be given for employees referring their buddies to Direct contract positions across Business Units and geographies. All open positions would be showcased on the iRefer Tool.

Exclusive Referral Process for Candidates who hold a valid offer from Mphasis (Pending joiners):
Candidates who have received a valid Mphasis offer, are eligible to earn referral rewards for referring their buddies to Mphasis.

- They should formally send an email to their hiring Point of Contact / Recruiter with the latest resume of the referee.
- The respective Point of Contact to track the referral received and provide inputs with the proof of the submission to the iRefer team for processing the referral rewards.
- On joining Mphasis, the recruiter will change the source in RippleHire to the employee ID of the referrer and the referral reward will be paid out as per the iRefer Employee Referral policy for the position to which the referred candidate was hired.