



streamline talent in right perspective

## Employee Referral Program

**Purpose:** Vayu Inc has designed to reward individuals who assist in building Vayu Inc's business through quality referrals for consultants.

**Procedure:** To be eligible for such a reward, a Vayu Inc employee must register their Referral of a candidate by submitting a completed Personal Referral Form to the Human Resources Department at headquarters prior to the time that any interviews are arranged or conducted by and between the Referral Candidate and Vayu Inc. Further, the individual making the referral must be actively employed with Vayu Inc (on the payroll) at the time the registration of the Referral Candidate is made.

The Human Resources Department will ensure that the Referral and any additional information are forwarded to Accounting Department for payment. Any Referrals received for a Candidate after an interview has been conducted may be disallowed.

When a Referral Candidate is hired. Vayu Inc will pay the referral bonus based on the criteria set up, but reserves the right to change the amounts, terms and conditions at any time:

The determination of who is eligible for a Referral Bonus is at the sole discretion of Vayu Inc management. If more than one employee provides the same referral, at Vayu Inc management's sole discretion, the Bonus may be split among the employees.

**Payment:** If a Consultant/employee is hired successfully, the referred employee will be rewarded \$1000.00 after 60 days following the newly referred employee's start date with Vayu Inc.

**Non-eligibility:** Employees who are basically responsible for hiring, recruiting or marketing division personnel or company's management personnel eligible for claiming separately a recruitment commission / bonus are not eligible for this Referral bonus program.

All referral rewards are subject to applicable federal, state and local tax withholdings.

Note: Vayu Inc reserves the right to modify this program at any time.



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## Referral Bonus Claim form

**Your name:**

**Date:**

Date of Referral done	Name of Candidate referred	Contact Phone	Main Skill	Level	Date of hire	Start date of Project Date	Referral Bonus Amount Claimed

**Signature of person claiming referral Amount:** \_\_\_\_\_

**Verified & Recommended by HR Manger:** \_\_\_\_\_

**Approved for payment:** \_\_\_\_\_

**Note:**

Please submit this form duly filled and signed to HR Manager as soon as your referred candidate is hired by the company. The referral amount will be paid to you after one month of employee being on billing project or on regular service with the company.