	POLICY NUMBER HR-003
POLICY TITLE: Employee Referral Program Procedure	
APPROVED: 3/8/2021	DATE OF REVISION: 3/8/2022
AUTOR: Oleksandr Kalinin APPROVER: O.Popovych, T.Popovych, T.Giorgadze	Pages - 2

Employee Referral Program Procedures

[Description](#)

[Program Rules](#)

Description

Vista Trans Holding (the Company) is always looking for good employees, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

Program Rules


If you know someone who would be a good addition to the Company, you may be awarded a referral bonus which will be consulted with the Head of HR, calculated separately by the Hiring Manager and approved by respective Head of Function and VP, if you refer a candidate and he or she is hired.

You must refer candidates to Human Resources through the employee referral program link on the Company's intranet or by using the attached candidate referral form.

All Company's employees, except those at Vice President level and above, Human Resources personnel, and Managers with hiring authority over the referred candidates, are eligible for the referral bonus and quarterly drawing.

The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.

The referral must represent the candidate's first contact with the Company. Temporary, summer, contract and former Company's employees are not eligible candidates for referral awards.

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To be eligible for an award, an employee must submit a referral to Human Resources by using the online [Candidate Referral Form](#) or paper version of this form, available to download [here](#) and a resume or employment application.

The referring employee must agree to have his or her name used when the company contacts the candidate.

The first employee to refer a candidate will be the only referring employee eligible for payment.

Only candidates who meet the essential qualifications for the position will be considered.

All candidates will be evaluated for employment consistent with company policies and procedures.

All information regarding the hiring decision will remain strictly confidential.

The referring employee must be employed by the Company during the hired candidate's first 3 months of employment to receive payment of the referral bonus.

Any disputes or interpretations of this employee referral program will be handled through Human Resources.

The award is payable once your referred candidate has successfully completed their probation period or 3 months continuous employment.

Payment will be via Payroll and subject to the normal deductions – as shown on your payslip. However as 'payroll' cut-off is mid-month, you may have to wait until the following month payslip to receive actual payment.

Addendums

[Employee Referral Form](#) to print and submit to HR with Candidate's Resume