

POLICY: EMPLOYEE REFERRAL**ENFORCEMENT DATE: 12-10-2021****PREPARED BY: SANAM CHAWLA, HARKANWAL RIAR****APPROVED BY: ASHISH MUNJAL, PIYUSH NANGRU, ANKUR JAIN****OBJECTIVE:**

Sunstone believes that employee referrals are the best mode of sourcing and encourages the use of employee referrals to drive best quality hires.

EMPLOYEE ELIGIBILITY & RESTRICTIONS

- I. Employees must share the referrals with the concerned HR/stakeholder over an email.
- II. Eligible employees include all active and full-time employees excluding the following:
 - a) Employees assigned to the Human Resource function.
 - b) Employees who refer applicants to work/report directly under them.
 - c) Stakeholder referring for his/her own team.
- III. In case an employee submits a referral, which is already in the current database, the same shall not be considered.
- IV. If a candidate is referred by multiple sources, then the 1st source of communication shall be considered.
- V. In case of re-hire case the referral will not be considered.
- VI. Once a referral is submitted, the validity of the referral will be 3 (three) months.
- VII. If employee refers their friends for Intern / Trainee / Contractual positions, they will get the referral payout only if the referral gets absorbed in the organization as a regular employee. In this case, a Trainee / Intern / Contractual employee should have completed a total of 3 months of association with Sunstone (at least 2 months' period as an Intern / Trainee / Contractual position + 30 days of probation period).

regd office

A95, Ground Floor,
Saraswati Vihar,
Delhi 110034

corporate office

Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact

+91 8860 22 34 56
+91 8800 92 08 08

www.sunstone.edu.in
connect@sunstone.edu.in

VIII. In case, an employee does not have his referee's profile, then, she/he may also share contact details such as:

- a) Contact No.
- b) Facebook / LinkedIn URL
- c) Email ID

IX) Referral will not be considered if the reference will be shared post the release of Offer Letter.

AWARD & PAYMENT

I. For Technology & Non-Technology Roles –

Referral award will be paid out based on the band of the referred employee –

Band	Designation (Tech)	Referral Amount
B1	Associate Software Engg	25,000
B2	Software Engg/Sr Software Engg	50,000
B3	Manager/Technical Lead	75,000
	Sr Mgr/ Technical Architect	
B4	Associate Director Engg	1,00,000
	Director Engg	
B5	DVP /VP	

Band	Designation (Non-Tech)	Referral Amount
B1	Associate/Sr Associate	10,000
B2	AM/Manager	25,000
B3	Sr Mgr/DGM	50,000
B4	GM/AVP	75,000
B5	DVP/VP	100,000

- II. Payment will be credited by the payroll department only after the referred employee successfully completes 90 days of employment.

- III. Both the referee and referred employee must be actively employed at SUNSTONE on the bonus payout date.
- IV. Referral award payments are subject to applicable taxes.
- V. If the referral amount is not claimed within 6 months from the referee's date of joining, then, the payout shall be considered as null and void.
- VI. Stakeholders and Senior Management employees are not eligible for the referral amount.

regd office

A95, Ground Floor,
Saraswati Vihar,
Delhi 110034

corporate office

Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact

+91 8860 22 34 56
+91 8800 92 08 08

www.sunstone.edu.in
connect@sunstone.edu.in