

TurnerFox Recruitment Recommend a Friend Scheme: Terms and Conditions.

1. Purpose

The purpose of this policy is to explain the TurnerFox Recruitment referral process, and our refer a friend scheme.

2. Definition

The TurnerFox Recruitment refer a friend scheme is a process whereby any TurnerFox candidate can recommend someone to TurnerFox for our recruitment services with any of our client organisations. If the person that is recommended is subsequently recruited, the referring person will receive our refer a friend offer of £50 cash.

3. Exemptions

Recommendations of the following will not be accepted:

- Any person who has worked for the client organisation in the past 12 months
- Any person who has previously been placed in the client organisation by an employment agency not limited to TurnerFox Recruitment in the 12 months prior to referral date
- Any person who has made an application which has been received by TurnerFox Recruitment prior to the referral.

In addition, our refer a friend scheme will not be offered for:

- Any person who is offered a job by the client organisation, but declines the offer
- Any person who starts work with the organisation but proves to be unsatisfactory during the first month of employment

4. Process for referral

A candidate can refer an individual to the organisation for a specific vacancy which has been advertised, or as a speculative application.



To make a referral the candidate should complete our online form at www.turnerfoxrecruitment.co.uk/referafriend with a copy of the CV of the individual. The TurnerFox Recruitment team will then contact the referrer informing him/her whether or not the referral is to be pursued.

Eligibility for refer a friend scheme will rely on the referring individual being named on the referred candidate's application form.

If the referred individual is invited for assessment or interview the referring individual will not be informed of the outcome of any interview/assessment until a final decision on whether or not to recruit has been made, and the individual concerned has been informed.

5. Referral Offer

The referral offer will be gifted after the referred individual has completed his/her first 12 weeks with the client organisation, and the organisation confirms that the individual has performed to a satisfactory standard and will remain with the organisation.

The referral offer will be delivered in the next monthly procurement run, after the successful completion of the first month of employment has been confirmed.

The TurnerFox Recruitment refer a friend offer will consist as follows:

- £50 cash payable for the referral of a permanent candidate upon placement in the job and completion of 12 weeks of employment.
- £50 cash payable for the referral of a temporary candidate upon placement in the job and completion of 300 hours of work.
- Candidates must be placed and employed within 15 weeks of a referral being submitted
- TurnerFox Recruitment reserves the right to amend or withdraw the referral scheme without further notice.

If two candidates successfully refer the same individual the referral will be offered to the named person whose referral was detailed on the referred individual's application form. If two referring individuals are named on the application form then any referral gift will be split equally in value between the referring parties. Only one referral gift will be offered in relation to each placed candidate.



6. Misleading referrals

If a candidate knowingly refers an individual who is legally barred from working within the client organisation (for example, because the individual does not have the right to work in the UK) this will be seen as attempting to mislead TurnerFox Recruitment. This may be seen as gross misconduct which may result in the permanent exclusion of that candidate from future dealings with TurnerFox Recruitment.

7. Disputes over referrals

If there is any dispute over a referral this should be sent in writing to the TurnerFox recruitment manager. The recruitment manager will investigate the situation and will reply in writing to the referring individual. The recruitment manager's decision on whether to offer the referral gift is final.

8. Removal of the recruitment referral offer

The right to a referral offer is not a contractual agreement between candidate and TurnerFox recruitment. TurnerFox Recruitment reserves the right to remove or make amends to the recruitment the referral offer at any time and will give one months' notice of the intention to do this via email to existing registered candidates. The notice will also be placed on the TurnerFox Recruitment website.

