

**Document Title:** Employee Referral Policy

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**REVISIONS & APPROVALS**

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<b>Title</b> Employee Referral Policy	<b>Doc.no.</b> HF20	<b>Date</b> 18/06/2024	<b>Rev</b> 1	<b>Page</b> 1 of 5
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## 1.0 Introduction

1.1 At Rockwell (also referred to as 'the Company'), our skilled colleagues are what sets us apart. To continue to advance and excel in our work, as well as continue to be a trusted delivery partner for large scale design, installation and commissioning projects, we need to attract people with different skills, backgrounds, and experiences into our workforce.

We want to be the top choice for talented people, no matter their gender, sexuality, race, ethnicity, marital status, social background, religious beliefs, age, or disability. We believe that a diverse team makes us stronger and we encourage colleagues to recommend candidates for our open positions.

To show our appreciation, we offer a €1,000 bonus for each successful referral. The Employee Referral Scheme is open to all employees, with a few small exceptions.

## 2.0 Purpose

2.1 Rockwell's Employee Referral Policy aims to ensure that eligible employees understand and can actively take part in the Company's Employee Referral Scheme. This scheme is designed to attract skilled individuals to join our team in various roles by utilising the networks of our current workforce. The policy outlines clear steps and guidelines for employees to follow when suggesting potential candidates to Rockwell.

Our goal is to facilitate colleagues in recommending skilled individuals who can significantly contribute to the Company's success. This process not only makes our recruitment efforts more efficient but also enhances our workforce by bringing in highly qualified professionals, recommended by those who truly understand our company's culture and values.

## 3.0 Scope & Eligibility

3.1 The Employee Referral Scheme and Employee Referral Policy apply to all employees at Rockwell, irrespective of their position or department, with the exception of Directors and colleagues within the HR department. Hiring managers cannot refer anyone for a position for which they are directly or indirectly responsible, but they can refer someone for a position in a different department, office, or function. Both the Employee Referral Scheme and Employee Referral Policy apply to full-time and part-time employees. Where either the referrer or the referred candidate holds a part-time position, the reward will be provided on a pro-rata basis.

3.2 The exclusion of Directors and HR colleagues from the referral scheme aligns with Rockwell's commitment to promoting fairness, integrity, and diversity in the recruitment process. By minimising potential conflicts of interest and biases, the Company ensures that hiring decisions are based on merit and suitability, ensuring an environment of equal opportunity for all candidates. This approach not only strengthens the integrity of the recruitment process but also promotes a workplace culture of inclusivity where talent is appreciated and acknowledged solely on merit.

3.3 The policy applies to referrals for all job openings within Rockwell, irrespective of the level or type of position. All eligible employees are encouraged to actively participate in the referral scheme and are eligible to receive referral bonuses for successful recommendations. This policy ensures that the referral process is fair, transparent and accessible to all colleagues.

## 4.0 Referral Process

4.1 When interacting with Rockwell, be it through our website, when subscribing to our newsletter or submitting a CV to our careers portal, we may collect individually identifiable information, commonly referred to as "Personal Information." This information is crucial for maintaining accurate records and ensuring efficient communication.

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Title	Doc.no.	Date	Rev	Page
Employee Referral Policy	HF20	18/06/2024	1	2 of 5

**4.2** Employees have the opportunity to refer potential candidates for open positions within the Company. This can be done by submitting the candidate's CV and any additional relevant information through the official referral channel, our applicant tracking system, Occupop. The referral policy is designed to streamline the referral process, ensuring that all necessary information is captured accurately and efficiently.

**4.3** To be considered valid, referrals must be submitted prior to the referred candidate independently applying for the position. This ensures that the referral is properly attributed to the referring employee and that the candidate receives appropriate consideration from the hiring team.

**4.4** Each referral must be accompanied by specific information to ensure it is processed correctly. This includes:

- Name of the Referred Candidate: Full name as it appears on their official documents.
- Contact Information: Reliable contact details such as phone number and email address.
- Curriculum Vitae (CV): A comprehensive CV detailing the candidate's qualifications, work experience, education, and other relevant information.
- Referring Employee Details: The name and department of the employee making the referral. This information helps in tracking the referral and providing due credit to the referring employee.

By following these guidelines, we ensure a smooth and efficient referral process, enhancing our ability to attract and hire top talent through the valuable contributions of our existing employees.

#### **4.5 Who Can Be Referred?**

To qualify for referral rewards, candidates must meet the following criteria:

- They have not applied to our Company within the past year.
- They are hired as permanent full-time or part-time employees (not as temporary employees or contractors).

### **5.0 Referral Bonus Structure**

**5.1** Upon the successful completion of the recruitment process and the commencement of employment of the referred candidate at Rockwell, the referring employee will be eligible for a referral bonus totalling €1,000. This bonus will be disbursed in two separate increments and will be subject to deductions as per prevailing tax regulations.

Increment 1:

Initial Payment: A payment of €500 will be made to the referring employee when the referred employee officially starts their employment with Rockwell.

Increment 2:

Post-Probation Payment: An additional payment of €500 will be made to the referring employee upon the referred employee's successful completion of their probationary period with Rockwell.

### **6.0 Payment Process**

**6.1** Referral bonuses will be processed and paid out through Rockwell's regular payroll cycle, ensuring timely and systematic disbursement.

**6.2** Payments will be transferred directly to the referring employee's designated bank account, ensuring convenience and security.

### **7.0 Confidentiality and Fairness**

**7.1** Rockwell is committed to maintaining the confidentiality and privacy of both the referring employee and the referred candidate throughout the recruitment process.

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Title	Doc.no.	Date	Rev	Page
Employee Referral Policy	HF20	18/06/2024	1	3 of 5

**7.2** Referral bonuses will only be awarded for referrals that result in the successful hiring and employment of the referred candidate.

**7.3** The decision to hire a referred candidate will be made based on their qualifications and suitability for the position, in strict accordance with Rockwell's Hiring Policy and procedures, ensuring a fair and unbiased recruitment process.

## **8.0 Compliance**

**8.1** Employees participating in the Employee Referral Scheme are required to adhere to Rockwell's code of conduct and uphold the highest ethical standards.

**8.2** Any attempt to manipulate or abuse the referral process will result in immediate disqualification from the scheme and may lead to disciplinary action, with possible outcomes up to and including potential termination of employment.

**8.3** If two or more employees refer the same candidate, only the first referrer will receive the referral reward.

**8.4** There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.

**8.5** Referrers are still eligible for rewards even if a candidate is hired at a later time or for another position.

**8.6** We guarantee that rewards will be paid out within four weeks of the candidate's hire date and within four weeks of the successful completion of probation.

## **9.0 Modification and Termination**

**9.1** Rockwell reserves the right to modify or terminate the Employee Referral Scheme at any time, with or without prior notice, at its sole discretion. Employees can review any changes to the scheme by checking the latest version of the policy or by visiting either the 'Documents' or 'Notifications' section in Bamboo HR, as relevant.

## **10.0 Acknowledgement**

**10.1** By participating in the Employee Referral Scheme, employees acknowledge that they have read, understood, and agreed to abide by the terms and conditions outlined in this policy.

## **11.0 Contacting Us**

**11.1** For any enquiries or assistance regarding the Employee Referral Scheme, please refer to the official Company policies and guidelines, or feel free to contact the HR department.

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Title	Doc.no.	Date	Rev	Page
Employee Referral Policy	HF20	18/06/2024	1	4 of 5

## Employee Referral Bonus Claim Form

Submit this form within 30 days of your referral's start date to ensure eligibility for the bonus payment. Late submissions may delay or forfeit the bonus payment. Contact HR with any questions.

### SECTION A: YOUR DETAILS (REFERRER) (BLOCK LETTERS)

Employee First Name:	<input type="text"/>	Email:	<input type="text"/>
Employee Surname:	<input type="text"/>	Mobile Number:	<input type="text"/>
Department:	<input type="text"/>	Line Manager:	<input type="text"/>

### SECTION B: DETAILS OF YOUR REFERRAL

Employee First Name:	<input type="text"/>	Email:	<input type="text"/>
Employee Surname:	<input type="text"/>	Mobile Number:	<input type="text"/>
Department:	<input type="text"/>	Line Manager:	<input type="text"/>
Referral Start Date:	<input type="text"/>	Relationship:	<input type="text"/>

### SECTION C: AGREEMENT AND APPROVAL

*Note: By signing below, you confirm that the information you have provided is accurate and that you understand the terms of the Employee Referral Policy. HR and Finance representatives, by signing below, confirm that the referral process has been completed in accordance with the policy and that the referral bonus payment is approved for processing.*

Employee (Referrer) Signature:	<input type="text"/>	Date:	<input type="text"/>
HR Signature:	<input type="text"/>	Date:	<input type="text"/>
Finance Signature:	<input type="text"/>	Date:	<input type="text"/>