

1. SCOPE

The policy pertains to the Internal Referral Scheme for all manufacturing and business positions in YIND.

2. OBJECTIVE

YIND has established this program to encourage employees to refer qualified external applicants to the organization and in turn award the recruitment efforts of all employees. This program aims at increasing the quality of the applicant pool as employees have a sense of ownership when they refer candidates for the organization. It will also help in reducing the hiring costs of the company.

3. RESPONSIBILITY

The Human Resource department will be the process owner and will respond to queries arising out of the policy and will put up recommendations for approval.

4. DEFINITION

NA

5. PROCESS FLOW (if applicable)

NA

6. PROCEDURE

- Vacancies will be communicated by HR department on timely basis and as and when the vacancies arise as Job Posting
- Only those positions that go external and require a search will be eligible for a referral award
- The referring employee would be required to send the duly filled **Employee Referral Form** along with the detailed CV of the referred candidate at referrals@Yaskawa.in from their respective official e-mail ids with the position title mentioned in the subject line
- If shortlisted, the referred candidate will be interviewed and evaluated in order to judge his / her competency level for the position advertised

Prepared By	Reviewed By	Approved By
HR Dept.	Leadership Team	President

- Once a referred candidate's resume is on file, it remains active for 6 months, as does the eligibility for the Referral Bonus
- If the referred candidate is hired, the employee referring him / her will be paid the entitled amount after 3 months from the date of joining of the referred candidate
- The employee and the referred candidate should be employed at the time the Referral Bonus is scheduled to be paid
- Payment will be made along with the salary after deduction of necessary tax
- There is no limit on the number of candidates an employee can refer
- If more than one employee refers the same candidate, the Referral Bonus will be awarded to the employee who sends the resume along with the form first
- Referred applicants should not have been employed previously with Yaskawa

If the employee refers someone to a specific job and he/she gets hired into a different job based on his/her qualifications and fit for the job, the referring employee will still be eligible for the Referral Bonus

Human Resources reserve the right to amend, interpret, terminate or suspend this program in its entirety or any portion at anytime

6.1. ELIGIBILITY

- All employees working (other than GM & above) in YIND can refer "candidates" for positions advertised
- Employees who are involved in the hiring decision are not eligible for the referral award. This would include all HR employees.
- Employees, who are directly responsible for filling the position or in the hiring chain of command, are not eligible for the Referral Bonus.

6.2. ENTITLEMENT

The referral bonus shall be given on the basis of the level at which the referred candidate is hired

LEVEL	Reward
Level L8 & L9	Referral Bonus Rs. 5,000
Level L6 & L7	Referral Bonus Rs. 10,000

Prepared By	Reviewed By	Approved By
HR Dept.	Leadership Team	President

YASKAWA	<i>PROCEDURE MANUAL</i>	Procedure No	YIND-H-PR-2
	Employee Referral Procedure	Date & Rev No	01.10.2017 / F

6.3. VALIDITY & CHANGE

The policy will be reviewed as and when required and will be approved by MD.

7. RELATED DOCUMENTS

NA

8. REVISION HISTORY

Date	Rev	Reason for Revision
24.08.2011	A	Initial Release
26.03.2012	B	Policy updated
27.02.2013	C	Policy updated
05.03.2015	D	Yaskawa logo changed to new logo
23.08.2017	E	Procedure Format Updated
01.10.2017	F	Signature Authorities Updated

Prepared By	Reviewed By	Approved By
HR Dept.	Leadership Team	President