



**HML EMPLOYEE REFERRAL SCHEME**

(Effective 15<sup>th</sup> May, 2008)  
Amended w.e.f 01 Feb 2011

**Purpose:** To get committed professionals to work with Harrisons Malayalam Limited (HML) with the help of people who know the organization better. Employees should note that this scheme is not for forwarding resumes for general consideration. ***It is aimed at attracting and retaining qualified personnel to build HML as one of the best places to work in.***

**Scope:** Applicable to all employees, who are permanent in nature, who are in the category of **Executives and Staff** of Harrisons Malayalam Limited except employees of HR Department, and General Managers & above of the Company.

**Process:**

1. HR will post the job vacancies and profile requirements on <http://harrisonsmalayalam.com/Opening.htm>.
2. All employees can forward suitable profiles of people to [hrenquiry@harrisonsmalayalam.com](mailto:hrenquiry@harrisonsmalayalam.com) or [sheela@hml.co.in](mailto:sheela@hml.co.in). Employees should be aware that a referral represents an endorsement and they may be contacted to provide a reference or get more details on any individual they refer.
3. Employees must mention their name, their department and date on which they are forwarding the resume **at the top of each application they are forwarding. Only such cases shall be considered as per this policy.**
4. The referred candidates will be considered on a non-preferential basis and will undergo the normal selection process alongside all other applicants with objective scrutiny of competencies, experience and qualifications. This objectivity will assure that we hire the best fit for each available vacancy.
5. **Reward:** If the referred candidate is hired after the selection process, the employee who has referred the candidate will be eligible to receive an amount as given below, after deducting Tax as applicable:
  - a. **Rs. 3500/- for all Staff Positions**
  - b. **Rs. 6500/- for all positions from Grade VI to Assistant Managers**
  - c. **Rs. 8500/- for positions of Deputy Manager / Manager**
  - d. **Rs 12000/- for positions of Senior Manager / Chief Manager**

Let's together make HML one of the best places to work in!



6. Once the candidate completes **Six** months of service with the Company, HR will initiate the process of rewarding the employee who referred the candidate to the position. As a part of the joining process, new recruits will identify their referral source. During the aforesaid period of 6 months, if the candidate resigns from the organization, the scheme will not be applicable. In the meantime, if the referee resigns from the organization, the scheme will not be applicable to him.
7. An appropriate communication, each quarter will be made to all Employees, indicating progress and effectiveness of the scheme.
8. **Other terms and conditions:**
  - a) Direct recruitment through Campus / Job Portals will not be considered under the scheme.
  - b) Any referrals for the position of Management Trainee will not be considered under the scheme.
  - c) In case of multiple-referrals or any ambiguities / doubts, the date on which the first application was received in HR will be used to determine the referral awardee.
  - d) If an external consultant has already referred the candidate, the person referring would not be eligible for any reward and he / she would be informed about the same.
  - e) If any ambiguity arises out of the above scheme, the final authority rests with HR Department.

This policy supersedes all earlier policies on the above subject.

***This policy is effective from 1<sup>st</sup> February, 2011.***

  
**BABURAJ NASIR**  
General Manager - Human Resources