



EMPLOYEE REFERRAL PROGRAM

Saras America 2020 Employee Referral Policy

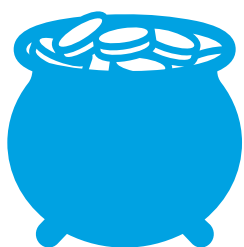
Saras America (SA) offers a referral fee to employees who refer a friend, family member or professional associate who is subsequently hired by SA.

Policy brief & Purpose

Our Employee Referral Program Policy explains important aspects of our employee referral procedures. We place great importance on referrals because we trust our employees know what is for our company. We want to make this process as smooth as possible for our employees and those who they refer.



Policy Elements



What is an employee referral bonus?

Our company will give out rewards to every referral. If you know someone who you think would be a good fit for a consulting position at our company, feel free to refer them. If we end up hiring your referred candidate, you will be eligible for the below:

Consultant /Lead 9+ years experience	\$ 1000	No Training needed	\$500 on completing 500 billable hours the balance \$500 after 1000 billable hours on project by the referred candidate.
Consultant/Developer 7 Years Experience	\$ 700	No Training needed	\$350 on completing 500 billable hours the balance \$350 after 1000 billable hours on project by the referred candidate.
Consultant/Jr. Developer below 7 years experience	\$ 250	Training required	\$ 250 on completing 500 billable hours by the candidate.

For consultants identifying new opportunities at their current project

Client billable opportunities:	8-12%	No Training Involved	If the consultant identifies an opportunity at his present work location/or through his known resources and SARAS fulfills the position, referrer is eligible for 8% of the net margin to a maximum limit of \$500 per quarter.
			If the consultant identifies <u>and</u> fulfills the opportunity within his network the referrer is eligible for 12% of the net margin to a maximum limit of \$1000 per quarter

Additional rules for rewards:

- We guarantee that rewards will be paid out within the date the candidate start a billable project.
- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly to our above structure.
- If two or more employees refer the same candidate, only the first referrer will receive their referral rewards.
- Referrers are still eligible for rewards even if a candidate is hired later or gets hired for another position.

Who can participate in our employee referral program?

All employees are eligible to participate in our referral program except for:

- Senior management
- Recruiters and hiring managers for positions for which they are hiring.

Note that hiring managers cannot refer anyone for a position for which they are directly or indirectly responsible. But they can refer someone for a position that is in a different department, office, or function. This exception does not apply to executives and senior management.

Vendors, contractors, consultants, and former employees are also eligible to refer candidates

We may change our referral bonus program over time to add more interesting incentives. We also reserve the right to abolish certain rewards if they prove ineffective or inefficient. We'll communicate any change clearly and timely. Employees who referred candidates before a reward was abolished will still receive the appropriate reward.

We would like to remind our employees that we are an equal opportunity employer and do not discriminate against protected characteristics. Our referred candidates may take precedence in the hiring process. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not consider all relevant local, state, or federal laws and is not a legal document.

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