**U-Refer Policy**

February 2021

**Purpose**

Daniel Thwaites Plc ("the Company") recognises that personal contacts can be a rich source of talent in the recruitment process and a business opportunity in the case of potential new tenants or team members.

The recommendation of an external candidate by an team member can be a successful way to attract and recruit great people to work for the Company as an team member or with the Company as a business partner.

The Company therefore seeks to encourage and reward team members for recommending people in their personal or professional networks for roles within the Company or for identifying leads for potential tenants or team members via the U-Refer scheme.

**Scope**

The policy is a guide only and not contractual and applies to all team members within the Thwaites group of companies.

Procedure

Team members can introduce potential new tenants or team member by;

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Who Is the Contact** | **Email Address** | **What to Include** |
| **Tenanted Pub Recruitment** | Rachel Crossland, Pub Recruitment Manager | [rachelcrossland@thwaites.co.uk](mailto:rachelcrossland@thwaites.co.uk) | * Name of Tenant * CV/ Contact Details |
| **Inn, Hotel, Managed House or Head Office Recruitment** | * Inn GM * Managed House GM * Hotel P&D Assistant * People Team | [recruitmentteam@thwaites.co.uk](mailto:recruitmentteam@thwaites.co.uk) | * CV * Confirmation of how the candidate became aware of the vacancy |

Other than explained above, there are no other methods by which potential tenants or team members recruitment may take place. Claims for payment for an introduction of any of the above categories cannot be made retrospectively.

Note that the scheme may be subject to change from time to time. In the event of any dispute arising from the above, the decision can be referred to the Director of People and Development whose decision will be final. No further appeal will be considered.

**Eligibility**

Members of the Executive Team, People Team, Management team based at the location of the vacancy and anyone involved in the commercial or recruitment decision, or with the capacity to influence the commercial or recruitment decision, are not eligible for a reward under this policy.

The introducing team member must not have any involvement in the recruitment process in any way. This includes, but is not limited to:

* Setting interview questions
* Creating selection tasks / assessments
* Short listing
* Interviewing
* Taking notes at interview
* Discussing the application of the introduced external candidate with the recruiting manager or the People Team
* Discussing applications from other candidates with the recruiting manager or the People team
* Any other behaviour or activity likely to influence a recruitment decision

The above list is not exhaustive, but is indicative of the activities which would render an team member ineligible for a reward.

In addition, to be eligible for the reward, the introduced team member must successfully complete their probationary period. Where a probationary period is extended, the extended probationary period must be successfully completed. No reward will be made to team members where the introduced team member:

* fails their probationary period
* is dismissed in their probationary period for any reason
* voluntarily leaves employment during the probationary period
* is made redundant or fails to complete a successful probationary period for any reason

**Payment**

To be eligible for a payment under the U-Refer scheme, introductions should be made as outlined above. A reward will be made via payroll, which will be paid as a gross amount subject to tax and NI deductions.

Subject to eligibility, team members who introduce a potential new tenant or team member will receive the following payments providing the introducing team member is still employed at the point the payment is due

|  |  |  |
| --- | --- | --- |
| **Type** | **Amount** | **Payment Confirmation** |
| Referring a tenant in Pub Operations | **£1,500** | £750 when the tenant has been in their pub for 6 months and £750 after being in their pub a further 6 months (tenant needs to be in place at this point) |
| Referring a full time team member (40+ hours contract) | **£350** | £200 when the team member successfully completes their probation and £150 after 6 months’ service |
| Referring a part time permanent team member (less than 40 hour but more than 16 hour contract) | **£125** | £75 when the team member successfully completes their probation and £50 after 6 months’ service |
| Referring a temporary team member (for roles which are longer than 12 weeks with a minimum 16 hour contract | **£75** | £75 on successful completion of probationary period |

Please note that should a temporary appointment become a permanent position, no further payment will be made.

**Termination**

The Company reserves the right to amend or terminate the scheme at any time.  Any such decision will be without notice. Payment for introduction of a team member who is already with the business at the time of termination of the scheme will be paid as agreed.