

## REFERRAL BONUS SCHEME – TERMS AND CONDITIONS

### 1. DEFINITIONS

- 1.1 Recommender = A current candidate who recommends a potential new candidate to Primary Carers 24/7.
- 1.2 Recommender = A new candidate who has not previously worked for Primary Carers 24/7.
- 1.3 New candidate = Someone who has not previously worked for Primary Carers 24/7.
- 1.4 Recommendation date = The date that the recommendation is received by Primary Carers 24/7.
- 1.5 Recommendation bonus payment = Payment in the form of BACS transfer in wages for the recommender, of the amount stated for the profession of the recommendee.
- 1.6 Qualifying criteria = The criteria that must be met by the recommender and recommendee.
- 1.7 Scheme = The individual scheme that a division of Primary Carers 24/7 has created (see table below) provides the opportunity for recommendations to be made and bonus payments earned.
- 1.8 Compliant = Primary Carers 24/7 follows Recruitment and Employment Confederation Best Practice Guidelines. Under these guidelines candidate checks are required, prior to the candidate commencing work. These include: right to work, proof of identity, DBS enhanced disclosure, occupational health and immunity, professional registration, specific training, competency interview, work history, references, professional and educational certificates. Once a candidate's file is in accordance with the guidelines, the candidate's file is deemed compliant and they are eligible to work.

### 2. SCHEME

2.1 Primary Carers 24/7 = The Primary Carers 24/7 recommend a friend scheme is applicable to current candidates who recommend qualified Nurses, Midwives, Social workers, Support workers Senior Care Assistants or Healthcare Assistants looking to work in the United Kingdom. This scheme cannot be used or in conjunction with any other recommend a friend scheme within Primary Carers 24/7 and can be withdrawn at any time.

### 3. QUALIFYING CRITERIA

- 3.1 Recommendation = For a recommendation to qualify it must be submitted to the candidate's consultant or the recruitment team via email, by post or via the online form on the Primary Carers 24/7 website. The recommendation must include the Recommender's name, profession, contact details and the location that the recommendee requires work and be signed by the recommendee as well as the recommender.
- 3.2 Professions = For a recommendation to qualify, the recommendee must work in one of the given professions listed in the scheme table below.
- 3.3 Worked hours = The recommendation bonus will be payable once the recommendee has worked the number of hours stated for their profession or upon completion of a probationary period, as stated in the table. Hours/probationary period must be completed in the timeframe specified for their given profession, (see table).

### 4. RECOMMENDATION BONUS PAYMENTS

- 4.1 Bonus amount = The recommender is entitled to claim the bonus amount that is related to the profession of the recommendee once the qualifying criteria, terms and conditions have been met by both the recommender and recommendee.
- 4.2 Claiming bonus = It is the responsibility of the recommendee to claim their recommendation bonus payment no later than one month after the recommended candidate has completed the required hours (within 6 months) by contacting their consultant or the recruitment team, when the recommendee has completed the required hours for their profession in the given time-frame.
- 4.3 BACS payment(s) = Bonus payment(s) is made to the recommender once the recommendee has met the relevant qualifying criteria, terms, conditions and the recommender has requested payment. All recommendation bonuses are subject to tax deduction. This will be deducted at source if the recommender is a PAYE candidate. If the recommender is not a PAYE candidate, they will be responsible for their own tax declaration. Bonus payments are non-transferable.

### 5. GENERAL TERMS

Primary Carers 24/7 reserves the right to reject a recommendation BACS bonus payment request:

- a. If the recommendee has previously registered with Primary Carers 24/7.
- b. If the recommender or recommendee have not met the qualifying criteria, terms and conditions.
- c. If the recommendee works for a division of Primary Carers 24/7 that does not run a recommendation scheme.
- d. If Primary Carers 24/7 sees fits to do so, due to any other reason or circumstance that they deem as justified.

Primary Carers 24/7 reserves the right:

- a. To vary the terms and conditions of the recommend a friend scheme at its absolute discretion.
- b. To cancel or discontinue the recommend a friend scheme without having to pay any outstanding claims, introduce a replacement scheme, offer compensation or inform candidates.

RECOMMENDEE'S PROFESSION	RECOMMENDER'S BONUS ENTITLEMENT	RECOMMENDEE'S QUALIFYING HOURS	TERMS	SCHEME START DATE
Nurse	£200	100 Hours	Nurses, Midwives: Recommendee's Hours must be completed within 6 months of recommendation. Bonus will be paid on completion of the qualifying hours before any payments are released. The recommender will receive their £200 bonus after 100 hours have been worked by the recommendee.	
Healthcare Assistants, Support Workers	£50		The recommender will receive their £50 bonus after 100 hours have been worked by the recommendee. HCA / Support worker hours must be completed within 6 months of recommendation.	
Social Workers	£175		Social Worker: Recommendee's Hours must be completed within 6 months of recommendation. Bonus will be paid on completion of the qualifying hours before any payments are released. The recommender will receive their £175 bonus after 100 hours have been worked by the recommendee.	