



Candidate Referral

Terms and Conditions

1. What qualifies as a referral

- i. You qualify as a referrer when you refer a candidate to Owen Reed who is not already known to or registered with Owen Reed and the candidate gains employment as a direct result of your introduction.
- ii. For the avoidance of doubt, a candidate is known to or registered with Owen Reed if we have their personal details and CV on our database .

2. Procedure for referral

- i. To refer a candidate you can either pass their name and contact details on to a Consultant at Owen Reed or, alternatively, fill out the referral form on the Owen Reed website.
- ii. You must have prior permission from the candidate before you refer them to Owen Reed.

3. Amount of referral reward

- i. A referral bonus will be paid for contract and permanent placement only, not temporary placements.
- ii. The amount of a referral reward is discretionary based on the length of the assignment and salary for the position.
- iii. You will only be paid in relation to the first position the referred candidate is placed in.
- iv. At the discretion of Owen Reed you may be paid an additional reward if the referred candidate is placed in a contract position and is subsequently offered a permanent role with the same company.

4. Length of referral rights

- i. You will only have referral rights to the referred candidate for 12 months following the date of referral.
- ii. You can recommend a limitless amount of candidates and one fee applies per referral.

5. Payment of the referral reward

- i. If you are an individual (as opposed to a company) your reward will be paid by BACS transfer into your bank account.
- ii. The money can also be paid directly to a designated charity. You must provide us with the full details of the charity that you would like to donate your reward to and we will provide you with full verification that your reward has been sent.
- iii. You must claim the referral payment within six months of the individual starting. Referral fees claimed after the 6 month window will be rejected.
- iv. Time when the reward will become payable
- v. The money will only be paid when the candidate successfully passes their probationary period and as soon as Owen Reed have received payment from the client in relation to the referred candidate.
- vi. Tax or national insurance liability due on the referral reward
- vii. Any tax or national insurance liability due as a result of receiving a reward will be your responsibility to pay and your receipt of a reward will be taken as your acceptance that you, and not Owen Reed is liable for any tax payable.

6. Legal Disclaimer

- i. This scheme may be terminated at any time by Owen Reed with no liability for any future payments.
- ii. The definition of a placement is contained within Owen Reed's terms and conditions of business which are available on request.