



KAEFER UK & Ireland

Procedure 107 Employee Referral

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1 ROLES & RESPONSIBILITIES

Table 1

Role	Responsibility
People & Development Director	The People & Development Director is the owner of this document and will ensure that the procedure is fit for purpose. Revisions may be made at any time as a result of changes to the process, legislation or Company procedures.
Line Manager	To support employees and team members and seeking advice and guidance where needed.
People & Development team	To provide advice and guidance on entitlements.
Employee	To adhere to the process outlined

2 PURPOSE

This procedure outlines the steps KAEFER UK & Ireland employees should follow to refer candidates for open vacancies under our Employee Referral Scheme.

The scheme supports KAEFER's values of **Ambition, Reliability, Team Spirit, and Respect** by encouraging employees to help identify talented individuals who can contribute to our shared success.

3 SCOPE

This procedure applies to all current KAEFER UK & Ireland employees. It does **not** apply to contractors or third parties.

4 ELIGIBLE VACANCIES

- Vacancies included in the Employee Referral Scheme will be clearly marked as participating in the weekly Internal Vacancies email.
- Not all vacancies will be included from the scheme.

5 ELIGIBILITY CRITERIA FOR REFERRALS

The following referrals **are eligible**:

- Individuals not currently already employed directly by KAEFER, or as a contractor.
- Individuals who have not applied directly for a KAEFER vacancy in the last 12 months.
- Individuals who have not been in the company's talent pool in the last 12 months.

The following **are not eligible**:

- Former KAEFER employees (permanent or contractor) who left within the last 12 months.
- Candidates who have already applied or been considered for a role in the past 12 months.
- Speculative referrals not linked to an advertised vacancy.



6 REFERRAL PROCESS

6.1 Identify a Candidate

- Choose someone from your professional or personal network (e.g., friend, neighbour, ex-colleague, or family member) who fits the requirements of a vacancy which has been marked as eligible for referral.

6.2 Submit the Referral

- Email the candidate's CV to Careers.uki@kaefer.com (ensure that you have the candidate's permission to do this).
- Remember to include the job title of the vacancy being referred - speculative applications will not be accepted.

6.3 Recruitment Process

- Referred candidates will be assessed through the standard recruitment process alongside any other candidates who may apply.
- The final hiring decision will be based on qualifications, experience, skills, and cultural fit.

7 REFERRAL BONUS

1. Eligibility for Payment

- If the referred candidate is hired, they must complete an initial employment period and successfully pass probation.
- The individual's Line Manager must confirm satisfactory performance before the referral bonus is paid.

2. Payment Details

- The referral bonus will be included in the referring employee's next salary payment once eligibility is confirmed, as above.
- Standard tax and national insurance deductions apply.
- The amount of the referral bonus depends on the classification of the vacancy:

Referral Type	Bonus Amount
Standard	£250
Premium	£350

8 DISPUTE RESOLUTION

Any disputes regarding the Employee Referral Scheme will be escalated to the People & Development Director. The Director's decision on referral bonus eligibility will be final.

9 SCHEME REVIEW AND AMENDMENTS

KAEFER UK & Ireland may amend or withdraw the Employee Referral Scheme at any time. Updates to the Scheme will be communicated through internal channels as appropriate.



10 RELEVANT DOCUMENTS

NA – applications are via email as per 6.2