



INTRODUCTORY FEE POLICY AND PROCEDURE

Subject:	Introductory Fee Policy and Procedure
Version:	4
Date Implemented:	July 2023
Review Date:	July 2025
Responsible Lead:	Head of Human Resources
Responsible Sub Lead:	Director of Human Resources
Target Audience:	All Employees
Related Documents and Policies:	Recruitment and Selection Procedure
Policy Type	Non-Contractual

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1. Introduction

- 1.1 Sonic Healthcare UK is committed to the recruitment of outstanding people. In order to assist us in achieving this objective and to allow staff to share in the growth of the Company, the Company will pay an introductory fee to any qualifying employee who introduces a candidate that subsequently joins the company as a result of the introduction.

2 Purpose

- 2.1 The following policy outlines the process for awarding current colleagues an introductory bonus of £1,000 for any qualifying new starter that is appointed into a permanent role following a successful probation period.

3 Duties

3.1 Employee's Responsibilities

- Ensure anybody they are referring for a role has provided their name on the application form. If the name is not given at application stage an introductory fee cannot be paid.

3.2 Applicant's Responsibilities

- Ensure they list the name of the referring employee on their CoreHR application form.

3.3 Line Manager's Responsibilities

- Understand the policy and support employees by explaining this if required.
- Support HR with any queries regarding employee eligibility for the scheme.

3.4 Human Resources Department Responsibilities

- Identifying successful applicants who have been referred by a current colleague.
- Processing the introductory fee to be paid on the relevant pay day upon successful completion of the probation period and qualifying length of service.

4 Definitions

- 4.1 **CoreHR Application Form:** All new starters must complete an application form on the Sonic UK jobs website.

- 4.2 **Introductory Fee:** A £1,000 bonus paid to current employees who refer someone who is successfully placed into a permanent vacancy. This will be paid in two £500 instalments.

- 4.3 Permanent Vacancy:** A role that has set contractual hours (not bank work) and is not for a fixed period (eg. 6 month contract)

5 Policy Development

- 5.1 Every 2 years or in light of legislative changes or further guidance being issued and at Management or Staff Side request.

6. Policy Principles

- 6.1 As the company wishes to recruit effectively the introductory fee will be paid in two instalments.
- 6.2 The first £500 instalment will be paid once the new starter has successfully been signed off their probation period and in post for six months.
- 6.3 The second £500 instalment after twelve months service.

7. Policy Procedure

7.1 Application Form

- 7.1.1 The candidate applying must name the current employee who has referred them for the role on their application form on the CoreHR system.
- 7.1.2 If the candidate fails to name the referring colleague at application stage the introductory fee cannot be paid.
- 7.1.3 Introductory fees can only be awarded when the candidate is applying for a permanent role. Where these are part time roles, introductory fees will be on a pro-rata basis.

7.2 Payment

- 7.2.1 The first £500 instalment will be paid once the new starter has successfully been signed off their probation period and in post for six months. The second £500 instalment after twelve months service.
- 7.2.2 Both parties must be employed by the Company and neither party can be under notice of termination or disciplinary action at these payment dates.

- 7.2.3 Payment will be made through payroll and will be subject to tax and national insurance deductions.

7.3 Exceptions

- 7.3.1 Anybody who has been involved within the recruitment process will not be eligible for an introductory fee.
- 7.3.2 The introduction of previous employees of the Company, or anybody who has been previously engaged by, or known to the business will not be considered.
- 7.3.3 Members working within the Human Resources Department will not be eligible to receive an introductory fee.
- 7.3.4 Managers and Executives will not be eligible to receive an introductory fee.
- 7.3.5 This scheme does not apply to zero hour or bank contracts.
- 7.3.6 This scheme does not apply to fixed term positions.
- 7.3.7 This scheme does not apply to family members.

The Company reserves the right to refuse payment at its discretion and to adjust or cease this scheme at any time.

Approval and Ratification

Name of Document: Sonic Healthcare UK Introductory Fee Policy And Procedure

This policy applies to the policy and procedure of the Introductory Fee process when recruiting staff, and is a non-contractual policy. It applies to Sonic Healthcare UK staff, regardless of contractual type, but there are restrictions detailed within this policy.

Name of Management Chair:

Alwyn Neyton

A handwritten signature in black ink, appearing to read 'A Neyton', with a stylized flourish at the end.

Signature:

Date: 21/07/2023

Date of Next Review: 2025