



Refer a Friend Bonus Process

We encourage employees to refer people into the business, when a friend you introduced to the WEC Group celebrates **three months** employment with the Company you will receive **£250 bonus***, once they have been employed for **12 months** you will receive a further **£750 bonus***

To take part in the scheme, the following criteria must be completed:

1. Applicants must let HR know at application stage that they were recommended to WEC Group Ltd by a current employee and state who that employee is.
2. The application form must be completed to say they have been referred by you (they must write your name in the 'how did you hear about this position box' on the application form).
3. The position must be permanent.
4. You cannot claim the bonus payment for people that used to work for WEC Group Ltd.
5. To claim your first bonus, the employee must be employed for **3 months** and to claim your second bonus, the employee must be employed for **12 months**. You must still be employed by the WEC Group when claiming your bonus.
6. Applicants that are referred will need to have followed the normal recruitment and selection process. The employee referring the candidate cannot be involved in the selection process.
7. You can refer your friends as soon as you join us and there is no limit on how many referrals you can make.
8. All applications must follow the recruitment process, please be aware that claims will not be accepted after an application has been submitted.
9. Managers cannot claim the bonus if they are referring people into their own team.
10. Misuse of this scheme could result in disciplinary action.

***Subject to Tax and NI**