

**Generali Life Assurance Philippines, Inc.**

**POLICY ON EMPLOYEE REFERRAL  
PROGRAM**

Human Capital

**GLAPI POLICY**

*For internal purposes only*

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**Document summary**

<b>Title</b>	POLICY ON EMPLOYEE REFERRAL PROGRAM
<b>GIRS Classification</b>	Policy
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<b>Approved by</b>	GLAPI CEO <i>[Signature]</i>
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<b>GHO Accountable Function</b>	Human Capital <i>[Signature]</i>
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**Versioning and Ownership**

Version	Date of issuance	Document code	Reason for and Extent of Changes	Owner
1			-	Human Capital

**Main related internal regulatory references**

- Recruitment Policy

**Any substituted/abrogated internal regulation**

- Not applicable

**Reason for issuing**

<input type="checkbox"/> Regulatory	<input checked="" type="checkbox"/> Group coordination	To set guidelines
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**Annexes**



## EXECUTIVE SUMMARY

Employee Referral Program (ERP) aims to ensure that we attract the right talents by maximizing the biggest competitive advantage of the Company, which is its employees.

The ~~principle~~ principal objective of this policy is to set guidelines, scope, and limitation in the implementation of the said program. Corresponding incentives shall be awarded to the referring employee on his referral/'s onboarding, 3rd month review, and regularization.

## SCOPE

This program shall be applicable to successful referrals subject for probationary to regular positions only. Referrals for interns direct-hired and non-direct applicants shall not be covered by this program. Furthermore, applicants with pending/ongoing applications with the Company prior to submission of referral shall not be qualified in this program.

## COVERAGE

All direct-hired employees, regular or probationary, shall be eligible to participate in the program, except for the following:

- Members of the HR team, whose main function is focused on hiring and onboarding employees;
- Supervisors and Manager/s within the hiring chain of the open position;
- Employees on executive level (AVPs and up).

## PROCEDURE

1. Job openings shall be posted and sent out by the Human Resources (HR) Team on the Company's bulletin boards (both electronic and physical), and Generali official emails, for information to all employees;
2. Employee shall submit his referral's CV (with photo and TOR) together with the Employee Referral Form (Annex 1), to the HR team, once he was able to identify anyone from his network who may qualify for the job postings;
3. HR shall ensure that the referred applicant has no pending application with Generali prior to submission of employee referral;
4. Upon successful hiring, employee who submitted the referral shall start being awarded with corresponding incentives in accordance with the program's referral pay-out scheme;
5. HR team shall track the first 6 months of the referred employee/s, through update of the Employee Referral Form, to ensure timely credit of incentive to the referring employee, upon the applicant's onboarding, 3<sup>rd</sup> month and regularization.

## GUIDELINES

1. Referrals shall meet the posted job qualification/s prior to proceeding with the phone screening and interviews;
2. There shall be no guarantee that all referrals will be interviewed nor hired. Successful hiring shall still depend on the assessment provided by HR and the hiring manager/s, based on the required qualifications, behavioral and technical skills of the job;
3. Referred applicant shall indicate on his application form the employee's name as his referral source;
4. Candidate referrals shall be on a first come first served basis. The first employee to refer a specific candidate shall be the only eligible employee for a referral bonus;
5. All information linked to the hiring decision shall strictly remain confidential;
6. The referring and referred employees should be active employees at the time pay-out. Furthermore, employees who are already resigned, or are rendering their notice period at the schedule of the payment shall not be qualified;
7. Referrals who were already employed by Generali in any capacity, including temporary, part-time, contract or internship at the time of application, shall not qualify for the program;
8. In the interest of avoiding a conflict of interest or an appearance of conflict of interest, the referrer must declare if the candidate is related by blood or marriage, membership in the same household, including domestic partners, or persons with whom the referrer has an intimate relationship.

**REFERRAL AWARDS BY JOB LEVEL AND PAYMENT SCHEME:**

A referral incentive amounting to Php 5,000 (tax-free) will be credited to the referring employee's payroll account, in below staggered payment scheme:

<b>PAYMENT SCHEDULE</b>	<b>AMOUNT</b>
On referral's 1st day at work	Php 1,000
On referral's 3rd month (90th day) at work	Php 1,000
On referral's regularization date	Php 3,000
<b>TOTAL</b>	<b>Php 5,000</b>

**Internal**

ANNEX 1

<b>EMPLOYEE REFERRAL PROGRAM FORM</b>	
<b>Section 1. Information of Referring Person</b>	
Name:	_____
Position:	_____
Department:	_____
<b>Section 2. Referred Candidate Information</b>	
Name:	_____
Position Referred For:	_____
Contact No.:	_____
Email:	_____
Is the individual aware <del>the</del> that you have referred them for the position?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
How do you know this individual?:	_____
<b>Section 3. Signature</b>	
I believe that the individual I am referring is qualified and interested in the position identified. This is to signify that I have read and agree with the terms and conditions of the referral program	
_____	_____
<b>Name and Signature</b>	<b>Date</b>
<b>Section 4. Tracking and Monitoring (For HR Inputs)</b>	
Referred Individuals':	1st Day: _____ 3rd Month: _____
	Regularization: _____