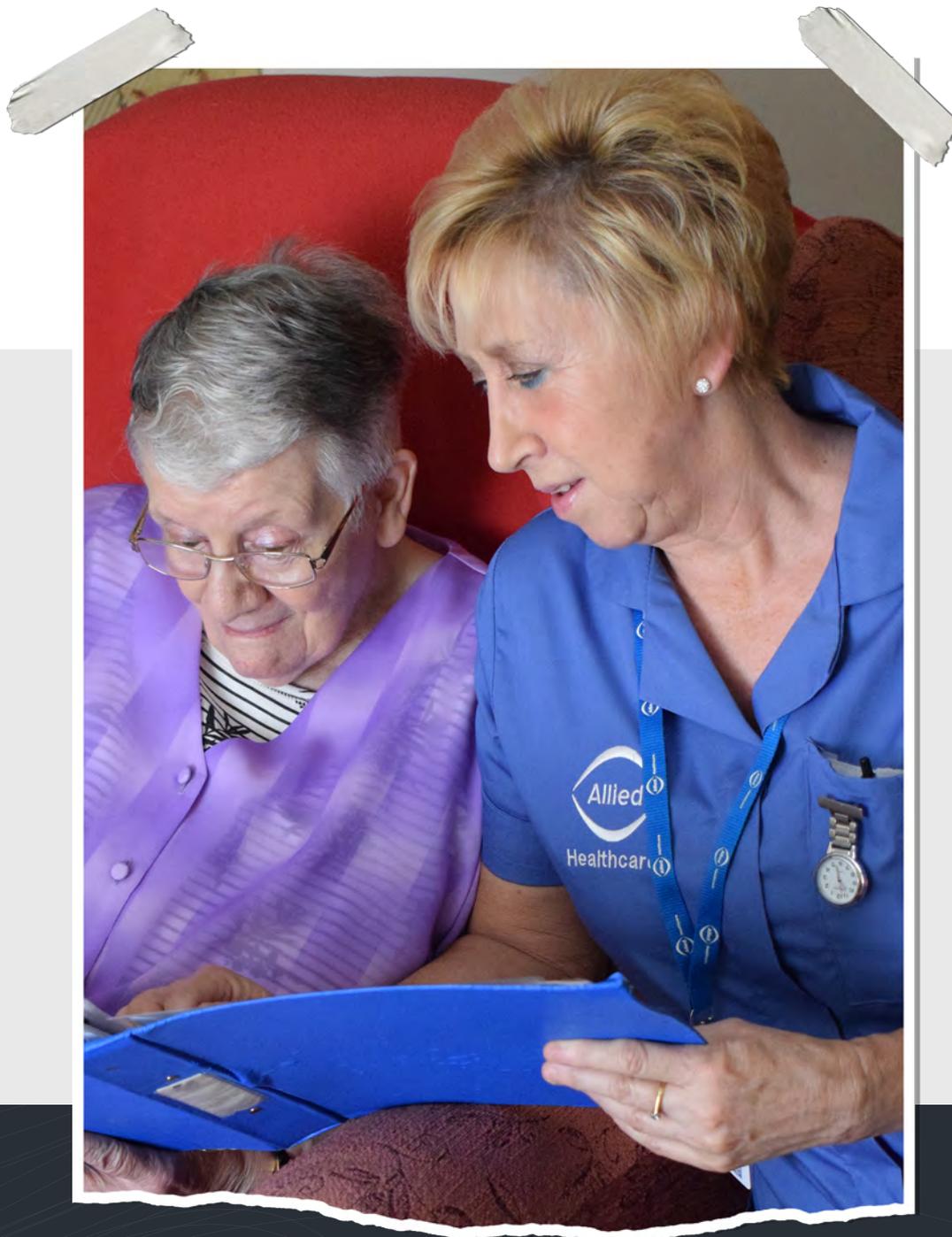


ALLIED HEALTHCARE

Refer a Friend – T&C's



Allied
healthcare

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When does this Refer a Friend Start?

- The scheme is available from 16th November 2021.
- Any one referred before this date will follow the old Terms and Conditions

What is Refer a Friend?

- The 'Refer a Friend' incentive scheme is a reward scheme where you receive a payment for recommending new carers into Allied Healthcare/CRG Homecare. The more friends you introduce, the more money you can earn!

How many friends can I nominate?

- As many you like – just ensure that they have the right skills and values for our care roles.

Can I 'Refer a Friend' to Allied Healthcare / CRG Homecare if I work for the other brand?

- The scheme is available to employees in Allied Healthcare/CRG Homecare.

Who can 'Refer a Friend'?

- The scheme is available to employees in Allied Healthcare/CRG Homecare.

What 'Friends' does this apply to?

- Only your 'friends' that don't already work within Allied Healthcare/CRG Homecare.
- TUPE staff are excluded from this scheme.
- Ex-employees/Re-employments are eligible for the scheme provided that there has been a break in service of at least 3 months.
- Any returning employee can only be referred twice

How much do you receive for a successful nomination?

- Any recommendation regardless of part / full time employment will be rewarded £500 directly through payroll. Payments are subject to normal payroll deductions.
- All referrals are subject to Regional Director (RD) approval before any payment is made.

When will I receive my payment?

- Referrals are reviewed for eligibility on a monthly basis, prior to payroll cut off, and will receive their payment on the next pay run:
- Once your referred friend has worked 4 weeks you will receive an initial payment of £100.
- Once your referred friend then completes 3 months of service, you will receive a further payment of £150.
- Finally, once your referred friend has completed 12 months service, you will receive a payment of £250.

How do I submit my referral?

There are many different ways to recommend your friends for a carer position.

- You can call one of our dedicated recruiters direct and pass over your friends details, with their permission of course.
- You can email the recruitment team, including your friend's contact details and the branch they want to apply to:
 - Allied Healthcare: recruitment@alliedhealthcare.com
 - CRG Homecare: jobs@crghomecare.uk.com
- You can enter your friend's details into a Refer a Friend contact form:
 - Allied Healthcare - <https://www.alliedhealthcare.com/refer-a-friend/>
 - CRG Homecare - <https://crghomecare.uk.com/refer-a-friend/>
- You can pass our details over to your friend and ask them to either call us or they can attend their local branch
- Your friend can complete one of our application forms via local branches and include your name on this form
- Your friend can apply online either through our websites or direct through Indeed, and ensure to give your name
- For further information relating to our current vacancies please direct your friend to our Careers Pages –
 - www.alliedhealthcare.com (Click 'Work for us')
 - www.crghomecare.uk.com/careers
- In order to ensure you receive your payment(s) in a timely manner your name must be logged against the new Carer's application on the Recruitment platform (ATS).
 - The candidate can fill in your name on the Online Onboarding (Application) Form.
 - Your name can be entered onto the Refer a Friend section of the Interview Feedback form (SBR) by the Branch representative who interviewed your friend.
 - As long as you or your friend have provided your details via one of the above methods, the recruitment team may add your name to the ATS.

When will I receive my payment?

- The Recruitment compliance team will pull a monthly report from the Recruitment platform (ATS) to check any referrals marked on the system that have completed the administration process and review eligibility for payment.
- They will check against a payroll report to ensure that the new carer has started paid work.
- Once they have completed 4 weeks paid work you will be eligible for a £100 payment.
- This will be passed to your Regional Director (RD) for final approval before going to payroll to generate the payment in the next pay run.
- The Recruitment compliance team will then review after a 3 month period and confirm that the new Carer is still employed by the Company, if this is confirmed you will be eligible for a further £150 payment.
- Again, this will be passed to your Regional Director (RD) for final approval before going to payroll to generate the payment in the next pay run.
- The Recruitment compliance team will then review again after your friend has been with us for 12 months and confirm that the new Carer is still employed by the Company, if this is confirmed you will be eligible for a further £250 payment.
- This will be passed to your Regional Director (RD) for final approval before going to payroll to generate the payment in the next pay run.
- Please note these payments are subject to normal payroll deductions.

Do I need to be with the company to receive my payment?

- Yes, both parties (referrer and new Carer) must be in employment with the company on the date of the payment. They must not be working their notice period, under investigation, going through disciplinary proceedings or have a live disciplinary sanction on file.

The company reserves the right to review this scheme at any time, which may result in the withdrawal of the scheme and payment.