



## **Recommend a Friend Scheme Rule**

### **Process for Colleagues**

All current vacancies within the Society are available on the [Coop Careers website](#). If you become aware of a vacancy in any of the Society's groups that you think would be suitable for a friend, you should make them aware. Your friend can view the vacancy on Midcounties Careers and apply if they wish. When completing the application, your friend should complete the section confirming that you have recommended them for the vacancy. Your friend should input your name and colleague number. If that section of the online application is not completed, you will not be eligible for a recommend a friend payment.

### **Rules of the Scheme**

This scheme applies to all colleagues; full-time and part-time and whether on a permanent or fixed-term contract.

Eligibility for a payment in accordance with this scheme is subject to the following rules.

1. For you to qualify for the first payment, the recommended friend must still be in employment at 13 weeks from their start date. This payment can be withheld if you or the recommended colleague are subject to a pending misconduct investigation, disciplinary or performance hearing.
2. For you to qualify for the second payment, the recommended friend must still be in employment at 52 weeks from their start date. This payment can be withheld if you or the recommended colleague are subject to a pending misconduct investigation, disciplinary or performance hearing.
3. If you or the recommended colleague leaves for any reason before the payment is due, or either colleague is working their notice period (for whatever reason), then no payment will be made.
4. The recommended scheme does not apply to referrals of friends who previously worked for the Society within the period of six months before the current vacancy start date.

This is a non-contractual benefit and the Society reserves its right to withhold any payment where, at its sole discretion, the Society considers it appropriate.

## Payments

Where a colleague has recommended a friend in accordance with this scheme, you will be eligible to receive the payments set out below. The amount of payment is subject to the group in which the colleague has been recruited to, the seniority of the role, and how long they remain employed (eligibility dates being 13 and 52 weeks continued employment).

Payments will usually be made in the pay period after the relevant eligibility date has been reached. All payments are subject to tax and national insurance deductions in the usual way.

Group	Job Role	13 Week Service Payment	52 Week Service Payment
Childcare	Unqualified	75	75
	Qualified	400	600
Travel	All Roles	150	150
Retail/Post Office/Healthcare	Other posts	75	75
	Team Manager/Lead Team Manager/Post Office Management	100	200
	Store Manager	200	300
Head Office and Utilities	Other posts	75	75
	Management	100	200

Any questions about payments that you think are payable in accordance with this scheme, you should contact the payroll team.