



WADE DEACON  
TRUST

## Recruitment Referral Scheme

We offer an incentive to encourage employees to refer external job applicants for vacancies. The offer is £500 or a term-time day off for the employee, and £1000 for the recruit.

### How is it paid?

For the employee the £500 payment is classed as a retention allowance. We allow employees to choose whether to take a lump sum or spread the payment. Employees can also choose a term-time day off as an alternative.

For the recruit, the £1000 payment is classed as a recruitment allowance, to last for one year, paid in 12 equal instalments. This is in addition to any other recruitment incentive that may have been offered.

Payments to both the existing employee and the new recruit are classed as a benefit and therefore subject to tax, national insurance and pension deductions in the usual way.

### How does it work?

Applicants are asked to declare on the application form whether a member of Wade Deacon Trust staff has recommended the vacancy to them. If they are appointed to the post, they will be asked to identify the referring member of staff.

Employees making recommendations are also encouraged to alert the hiring managers to expect a recommended application.

### Exclusions

It is the policy of the Trust to conduct all Trust business in an honest and ethical manner. We are committed to acting professionally, fairly and with integrity as custodians of public money. As such, certain reasonable exclusions apply;

- The incentive applies only to candidates external to the Trust. Current employees and trainees are not eligible.
- Hiring managers (anyone involved in the selection and appointment of candidates) are not eligible in respect of any recruitment exercise they are involved in.
- Employees whose professional responsibility includes making recommendations are not eligible in respect of any recruitment exercise they contribute to professionally. For example, a referee for the applicant cannot also make a referral under this scheme, and mentors of trainees cannot make a referral for their trainee under this scheme.

The Trust reserves the right to review any individual claim and to amend the scheme at any time.