

EMPLOYEE REFERRAL POLICY

Purpose	The purpose of this policy is to encourage employees to refer talented individuals to Axiom.
Abbreviations	HR: Human Resources TA: Talent Acquisition
References	Axiom Probation Period Policy

1. Scope

All Axiom employees are eligible to refer candidates. However, it is deemed a conflict of interest for those employees who are part of the decision making process to receive payment for any successful referrals. Consequently, the Talent Acquisition team are not eligible to receive payment for any successfully referred candidates. Also, hiring Division/Channel Managers are not eligible to receive payment for any candidates they refer who are placed in their own teams.

2. Key Principles

Axiom recognises that our employees understand our culture and know what it takes to succeed in our business. As such Axiom believes that our employees are the best resource we have in finding and attracting new talent to our business.

Axiom wants to reward existing employees who identify & refer successful new employees.

Employees can refer candidates for any division or channel, and there is no limit to the number of candidates an employee can refer; however employees are requested to carefully consider the calibre of the person they are referring to ensure that their future referrals are treated seriously.

Axiom recognises that some referrals can create a conflict of interest, therefore employees may not refer the following:

- Direct family members & blood relations
- Current or former Axiom employees
- Candidates whose CV or resume has previously been received by the TA team (this could be received directly from the candidate; from an outside agency; or a previous employee referral). This also applies to candidates whose information was received but were not considered.

3. Procedure

HR communicates vacancies monthly to staff via the Internal Vacancy Flyer. All applications under this policy must be submitted to the Talent Acquisition team via careers@axiomtelecom.com.

All applications must have the following documents attached:

- Employee Referral Application Form – completed in full and signed
- Full CV of the candidate including current contact phone numbers

The Referring Employee will be advised via phone or email of the outcome of the referral by the TA team.

If the referred candidate is selected, the referral incentive will be paid when the probation period has been completed successfully.

The incentive payments will be processed with the relevant monthly payroll.

Please note: The relevant Division or Channel Manager has the final say on the hiring decision. Any disputes in relation to this policy will be settled by HR.

4. Referral Incentive Structure

The incentive amounts below will be paid to the *Referring Employee* only if they are still actively employed with Axiom at the time the successfully referred candidate passes probation:

Grades	Total Incentive Amount	Currency
1 – 11	750	AED / SAR
12 – 16	1,500	AED / SAR
17+	5,000	AED / SAR

5. Responsibility & Accountability

Human Resources

HR is responsible for ensuring this Policy and Procedure is followed, and that the Employee Referral Policy and Procedure is carried out in a fair & consistent manner.

All Employees

All employees are responsible for ensuring they comply with the requirements of this Policy and Procedure, and to specifically participate in a professional manner as required.