



PARACON TALENT REFERRAL STANDARD

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1. Introduction

The Candidate Referral Standard encourages existing talent to recommend qualified people from their networks for suitable vacancies. Employees or contractors who successfully refer external talent for open positions receive a one-time bonus.

2. Purpose

The purpose of this standard is to reward existing talent for recommending people from their networks for suitable vacancies, encourage talent networking, and improve the recruitment time to hire.

3. Scope of Application

This standard is specific to Paracon, a Company within the Adcorp Group of companies and applicable to contractors and employees affiliated with Adcorp, but excludes members of the HR team, RPO team, recruitment teams within Adcorp, any person who is involved in the hiring process, and hiring managers.

4. Implementation, Control and Legislation

- 4.1 The Managing Executive of Paracon must approve this standard.
- 4.2 The review of this standard should occur at regular intervals of three years or in the event of a noteworthy occurrence, with due attention given to any alterations in regulatory obligations and business practices.
- 4.3 The effective date of the standard commences on 22 January 2024 and supersedes any previously published or draft versions of the standard.
- 4.4 The successful application of the provisions of this standard is under the responsibility of the Company's Executive(s) and Senior Management.
- 4.5 The Company reserves the right to review, revoke and/or amend this standard, as the case may be, from time to time which review, revocation and/or amended shall be in its sole and absolute discretion.
- 4.6 The standard and supporting governance are implemented in accordance with the following, but not limited to:-
 - 4.6.1 The Disciplinary Code and Grievance Procedure, as amended.
 - 4.6.2 The Employment Equity Act, 55 of 1998, as amended.
 - 4.6.3 The Labour Relations Act 66 of 1995, as amended.

5. Terms and Definitions

- 5.1 Unless inconsistent with or otherwise indicated by the context, the terms and phrases listed below shall apply in this standard:-
- 5.1.1 “**Adcorp**” means Adcorp Holdings Limited with registration number 1974/001804/06, a Company duly incorporated in accordance with South African law, including any other subsidiary or division Company of Adcorp Holdings.
 - 5.1.2 “**Company**” means an Adcorp legal entity, subsidiary, affiliate and/or division that forms part of the Adcorp Group.
 - 5.1.3 “**Employee**” means individuals as defined under the Labour Relations Act, subject to any modifications made to the Act over time.
 - 5.1.4 “**Executive**” means Adcorp employees who are members of the company's primary management team namely Executive Directors, however, excludes any member of the Board of Directors.
 - 5.1.5 “**Referred Talent**” means a suitable and qualified resource that includes independent contractors, temporary employees, fixed-term contract employees, and permanent employees.
 - 5.1.6 “**Referrer**” means an Employee or Contractor who is contractually engaged with Paracon, and who refers an individual for consideration for a vacant position.
- 5.2 Words contained herein importing any one gender shall include the other gender; the singular includes the plural and *vice versa*; and natural persons includes created entities (corporate and unincorporated) and *vice versa*.

6. Roles, Resources, and Responsibility

- 6.1 The primary responsibility lies with the standard owner to ensure that Paracon and its employees adhere to the stipulated requirements outlined in this standard.
- 6.2 The standard custodian is accountable for supervising any violations of the established standard and supporting the subsequent review(s) in accordance with the provisions outlined within this standard.
- 6.3 Senior management is accountable for ensuring that this standard is effectively implemented within their division.

7. Principles

- 7.1 A Referrer who successfully refers talent for vacant positions may be eligible to receive a once-off referral incentive payment of R5 000.00 (five thousand rand) before tax per successful referral, subject to the following terms:
- 7.2 The Referrer:-
 - 7.2.1 Having an active contractual engagement with the Company as at the date on which the referral incentive payment becomes due; and
 - 7.2.2 Not serving his/her termination/notice period in the month that the referral incentive payment becomes due.

- 7.3 The Referred Talent:
- 7.3.1 Not being an existing applicant on Paracon's database; and
 - 7.3.2 Being successfully appointed on a full-time basis, alternatively for a fixed-term contract period equal to or longer than 3 (three) months for the role they were referred for.
- 7.4 The referral incentive will be paid to the Referrer after the Referred Talent has successfully completed a period of three months of service. This payment will be made in the month following the completion of the three-month period, provided that the Referred Talent is not serving his/her termination/notice during this time for any reason. Additionally, the Referrer must follow the established referral process in order to be eligible for the incentive.
- 7.5 In order to effect payment of the referral incentive within the timeframe contained in clause 7.4 above, Senior Management will be required log same by no than the 5th of the month following the completion of the three-month period.
- 7.6 In the event that another Referrer refers the same talent, then the Referrer who made the referral first may be eligible to receive the incentive payment, subject to the terms contained herein.
- 7.7 Should the same talent be referred at a later stage for a similar and/or difference vacancy, the Referrer will be required to follow the referral process contained herein.
- 7.8 Referral incentive payments will be subject to the approval from Senior Management, and will only be payable in the month following the completion of the three-month period from the date of commencement of the successfully Referred Talent subject to the provisions contained herein.
- 7.9 Referrals that are not in accordance with the prescribed referral process will be disqualified from eligibility.
- 7.10 Any referral disputes must be referred to the Head of Recruitment and Talent Sourcing.

8. Prohibitions

- 8.1 Under no circumstances will the following be permitted:
- 8.1.1 Approaching talent who work for Paracon's client's;
 - 8.1.2 Special advantages and/or concessions to Referred Talent;
 - 8.1.3 Transferring any incentive payment to another party; and
 - 8.1.4 Referring talent directly to a hiring manager, and not adhering to the referral process.

9. Referral Process

To refer potential talent, a Referrer will be required to submit a Candidate's details, via email to the following email address: info@paracon.co.za. The referral should include the candidate's name, contact information, CV and the vacancy that they are being referred for.