



Insure Recruitment Referral scheme terms and conditions

- 1) The Insure Recruitment Referral Scheme is open and available to individuals who are registered with Insure Recruitment ("the referee").
- 2) The referral gift detailed in this scheme is a net payment. Insure Recruitment Ltd is responsible for any taxes, as required by law, arising from the provision of the referral bonus.
- 3) The referee is eligible to receive up to £50 e-voucher to spend with Amazon if they refer a person who is placed in a contract / temporary position by Insure Recruitment.
- 4) The referee is eligible to receive up to £300 e-voucher to spend with Amazon if they refer a person who is placed in a permanent position by Insure Recruitment.
- 5) The e-voucher amount is calculated dependant on the placed experience level of the candidate when they are recruited, we will also take into consideration the salary level and the client fee. The amount offered as a referral fee will be decided by Insure Recruitment. The maximum we will pay per referral is £300, the e-vouchers will be issued to the person who made the referral within 30 days of our invoice being paid by the client.
- 6) Voucher total Permanent placement level
£25 Entry Level/ Graduate/ Trainee
£50 Support/Sales/ Service/ Admin
£100 Experienced Professional/ Senior Sales/Service/Technical role
£200 Middle Management – Senior Technical
£300 Executive/ Senior Management
- 7) In the event that Insure Recruitment is (for whatever reason) unable to procure the indicated gift, then you will receive a substitute gift of commensurate value subject to these same terms and conditions.
- 8) For the avoidance of doubt, no referral gift amount is payable if a referred person works in a temporary position through Insure Recruitment outside the UK, or is placed at a Insure Recruitment client in permanent employment outside the UK.
- 9) The referee will not be eligible to receive the referral gift under this scheme in the event that the referred person is already on Insure Recruitments database at the date of referral or if Insure Recruitment have already received their details but have not yet entered them on the database.
- 10) It is the referee's responsibility to contact their Insure Recruitment consultant in order to claim their referral gift.
- 11) The referred person must be notified and have consented to their details being passed to Insure Recruitment for this scheme before the date of the referral. This is the responsibility of the referee and is subject to the Data Protection Act 2018 The referee will indemnify Insure Recruitment for any loss or claim arising out of the referee's failure to procure such consent.
- 12) Permanent employees and contract and temporary workers working directly for Insure Recruitment are not eligible to participate in the referral scheme.
- 13) Candidates can only be referred to Insure Recruitment once. In the event that a candidate is referred to Insure Recruitment more than once, only the first person to refer that candidate to Insure Recruitment (with the referred person's permission) will be eligible for a referral gift under this scheme.
- 14) The referee agrees that Insure Recruitment will not be held liable for any loss or claim arising out of the exercise of any of the vouchers in this scheme, and that the referee exercises such vouchers or experiences wholly at their own risk.