



## Refer a Friend (Internal employees for Square One)

### Referral Terms

1. A payment of £500 (UK office) or 2,500 PLN (Poland office) will be made against any candidate who is successfully placed into a permanent placement at Square One. Payments will be made subject to the candidate successfully passing their probation (UK office) or subject to successful completion of 3 months' service (Poland office). Payment will be made within 30 days of completion of probation (UK office) or 30 days following completion of 3 months' service (Poland office). The probationary period for the UK office is typically 6 months but can be extended up to 9 months.
2. A CV or a LinkedIn profile link with contact details must be submitted to qualify for a referral fee, if the candidate is submitted from more than one source, the first in time with the permission of the candidate will be entitled to claim a fee and the electronic tracking of the candidate will take precedence.
3. The scheme is only valid for 3 months from the date of the initial referral (for example, if a CV is submitted, a fee will only be payable if that candidate commences employment at Square One within 3 months of receipt of the CV or contact details).
4. To qualify, the candidate must be a unique candidate who does not already exist on our database. They will have to be briefed about the role and would require the experience and qualifications prior to being referred to Square One.
5. If you receive a fee payment from SQ1 then it is your responsibility for the declaration of these fees to the Inland Revenue Resources.
6. You must obtain the permission of the candidate prior to contacting Square One
7. This is a discretionary scheme and in the event of any disputes, SQ1 will hold all reasonable compliance checks but the decision from SQ1 will be final. SQ1 reserves the right to amend or change the conditions of the scheme without written notice.