

# Refer a Friend

We encourage employees to refer friends and family who may be suitable for any role within our business, permanent, or fixed term for a term over 12 months.

If you Refer a Friend for a role and they are successful then the rewards are as detailed below.

## Eligibility and reward

Refer a Friend Reward	Position
£1,000.00	Management positions in Head Office (Grade 5+) or Regional/Area Managers in Retail or Technical/Specialist roles.
£500.00	Non-management positions in Head Office or for a Branch Manager position in stores or Entry Level/Recently qualified in a Technical/Specialist role.
£250.00	Deputy Management positions in stores.
£25.00	Sales Assistant positions in stores (subject to discretion according to local circumstances, i.e., local difficulties in recruiting).

£ denote sterling or equivalent.

All completed Refer a Friend forms must be accompanied by the candidates CV and submitted to the Talent Acquisition Team [lynne.cutts@arcadiagroup.co.uk](mailto:lynne.cutts@arcadiagroup.co.uk).

Please make sure you have consent to pass on the candidates CV.

If you referred the candidate, ensure you are not involved in the recruitment process.

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## Important to note:

- All employees up to and including Grade 8 Managers only, with the exception of Group Talent Acquisition Team employees, can take part in our Refer a Friend scheme.
- You will be only eligible for this payment if you are not part of the interview process.
- To qualify for the reward, the employee who has referred the candidate must be in employment on the qualifying dates detailed below, and can't be working their notice due to a resignation or termination.
- The referring employee receives 50% of the reward payment via payroll, when the referred candidate starts work and 50% when the referred candidate successfully completes 3 months' service. This is with the exception of Sales Assistant referrals who will receive £25 in full when the referred candidate starts work.
- All payments are subject to normal deductions, i.e., National Insurance and income tax or equivalent.
- If a candidate is already known to us and their application for a role has already been received or if they have left employment at Arcadia in the last 6 months then a Refer a Friend form can't be accepted.
- If you have any questions or need support, you should speak with Talent Acquisition Team at the earliest opportunity.

## Making our policies work

Our policies provide the guidelines for how we treat each other – with respect and fairness – and are accessible to all who work for and with Arcadia. You should be aware that failure to follow company policy or procedure may lead to disciplinary action, up to and including dismissal.

From your first contact, as a job applicant, to full-time or part-time employment the policies set out our culture and the way we work. This culture extends to all who work with us – agency workers, independent contractors and self-employed consultants. Understanding and supporting these policies is not only essential to providing a positive working environment for everyone, but also it's critical to the success of our brands.

Thank you for reading this policy. It was written with you in mind.

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