



Care Friends - Refer a Friend Scheme Rules

Do you know anyone, friends or acquaintances, that want to work for RMBI Care Co and whose values reflect our vision of delivering professional and individual care services which make a real difference to everyday lives?

Are they Kind, Supportive and Trusted? If so, why not share our vacancies with your contacts via our Care Friends app?

All our employees contribute to the successful running of RMBI Care Co and you can be financially rewarded for helping us find valuable new permanent employees.

How does it work?

It's simple, our permanent vacancies are posted within the Care Friends App, and you can share these directly from your phone via email, WhatsApp, SMS or social media.

Get to know more about the app by viewing a short video <https://vimeo.com/672022047>

It's quick and easy to download the app;

- Go to the Google Play store (for Android) or Apple App store (for Apple)
- Type **Care Friends** into the search bar to find the App
- Tap 'GET' (Apple) or 'INSTALL' (Android) - once downloaded, follow the simple registration instructions
- Once registered, you can start earning points straight away!

Need help? Ask your Business Relationship Manager (BRM) or a member of the Administration team if you are unsure of anything.

What is the payment and when do I get it?

We'll reward you with Care Friends points that you can exchange for cash – **each point equals £1!**

Points are awarded for the following activities

Action	Points*	Rules**
Sharing a job in good faith	1	<ul style="list-style-type: none"> • Up to 10 points per month • Shares must be made fairly. We can monitor shares and remove points for any unfair sharing

Expression of interest received	1	<ul style="list-style-type: none"> Candidates must meet the scheme rules for points to be paid
Successful interview	10	<ul style="list-style-type: none"> Unsuccessful interviews and no shows are not eligible for points
Completion of first day's work	100	
Employee completes probation (6 months)	288	

You can request a payment through the app at any point provided you have a minimum of 25 points (£25) available. The payroll team will process this payment in the next available payroll period for you.

In addition, any points that have not been requested as of 31 March each year will be paid to you automatically in the following payroll.

Please note any incentive payments made through this scheme are subject to tax and NI deductions.

If you leave RMBI Care Co employment then you will no longer have access to the app and any outstanding points will be paid to you in the final payroll.

Scheme Rules

Referred candidates will be subject to the normal recruitment and selection procedures.

Staff employed directly by RMBI Care Co on a permanent contract or fixed term contract and Bank staff are eligible to receive the Care Friends points.

The vacancies for which a friend is being nominated must be a permanent or fixed term role (lasting a minimum of six months). You would not receive any Care Friends points for referring someone to work on bank.

If the person you have referred transfers to bank within the first six months, you will not be eligible to receive the Care Friends points related to the candidate completing probation.

To be entitled to receive the Care Friends points, the referrer must be employed by RMBI Care Co, both at the time of the referral and at the time of the referee's payment periods.

In the unlikely event more than one employee refers the same candidate, the first entry received will be eligible for the Care Friends points.

The referred candidates must not have worked for RMBI Care Co, either on a permanent contract, fixed term contract, bank or through one of our agencies on a temporary or contract basis, for at least twelve months prior to the date of nomination. This does not mean these individuals are unable to apply for a position within RMBI Care Co, only that no Care Friends points can be claimed for their successful application.

Care Friends points under this scheme are not available to managers recruiting their own direct reports or within their own management structure, i.e. awards are not available to the manager's manager and above.

Care Friends points under this scheme are not available to individuals involved in the recruitment and selection process for the applicable vacancy e.g. participating on the interview panel.

Family members are eligible for referral awards, unless they fall under any other exceptions contained in this document.

RMBI Care Co reserves the right to modify, withdraw or limit this scheme without prior notice.