

Refer a Friend – T&C's

What is Refer a Friend?

The 'Refer a Friend' incentive scheme will reward you with money for recommending new carers into Adonai Healthcare Services. The more friends you introduce, the more money you can earn.

How many friends can I refer?

As many as you like – just make sure they have the right skills for the role.

To refer your friend, please send them the link to our application page

https://20x.io/adonaiservices/commonuser_register/ek5IWVBTWll3bldiSUJDV0dNdzFXZz09 Please ask your referred staff to include your staff ID during registration to enable our system to automatically identify you as their referrer.

Who can 'Refer a Friend'?

The scheme is available to employees of Adonai Healthcare Services except for:

HR Department / Recruitment Team / Head of Departments / Regional Directors / Care Delivery Directors / Care Delivery Managers / Branch Managers / Hub Managers

What 'Friends' does this apply to?

Only your 'friends' that don't already work at Adonai Healthcare Services.

Ex-employees / Re-employments and TUPE staff are excluded from this scheme.

All referrals must have a minimum of 3 months' care experience. For non-experienced referrals, the qualifying period will start after they have completed their trainings, gone through induction, shadowing, and completed 3 months' work with Adonai Healthcare Services.

How much do you receive for a successful nomination?

Any recommendation regardless of part / full time employment of a Healthcare Assistant or Support worker will be rewarded **£300** directly through payroll and a recommendation of a trained Nurse (RGN), Care Delivery Managers, Branch Managers will be rewarded **£500** directly through payroll. This payment is subject to normal payroll deductions.

When will I receive my payment?

- Once your referred friend(s) have worked a qualifying period of 400 hours you will receive your payment.
- You must still be working with Adonai Healthcare Services at the time of reward payment.
- If you are new to Adonai Healthcare Services, you must have completed the same hours as your friend on the date their qualifying hours is reached to qualify for the reward
- If your friend is already on the recruitment system, they will not be deemed as a referral as they have applied to us already and you will therefore not qualify for payment.

How do I know when my friend completes the qualifying hours?

As an employee of Adonai Healthcare Services, you will have access to Adonai Healthcare Services Mobile App. Please login to your mobile app on a computer and you can see in real time how many hours your referred friend has worked (you will stop seeing this as soon as they reach the qualifying hours, and you receive your reward payment). On the date the qualifying hours is reached, our recruitment team will authorise your reward payment.

How will I receive my payment?

Once your friend completes the qualifying hours; our system will automatically notify the Reward team and they will pull a report to check that all conditions are met. They will then check against a payroll report to ensure all the conditions are met.

Once all the conditions are met, the reward will be paid into your account on the next payment run and show as bonus. This payment is subject to normal payroll deductions.

Do I need to be with the company to receive my payment?

Current employees recommending candidates must be in employment with the company on the date of the payment. They must not be working a notice period, under investigation or have live disciplinary warnings.

The company reserves the right to review this scheme at any time, which may result in the withdrawal of payment.

