



Employee Referral Program

Purpose: V Group Inc. has designed to reward individuals who assist in building V Group Inc's business through quality referrals for consultants.

Procedure: To be eligible for such a reward, a V Group Inc. employee must register their Referral of a candidate by submitting a completed Personal Referral Form to the Human Resources Department at headquarters prior to the time that any interviews are arranged or conducted by and between the Referral Candidate and V Group Inc. Further, the individual making the referral must be actively employed with V Group Inc. (on the payroll) at the time the registration of the Referral Candidate is made.

The Human Resources Department will ensure that the Referral and any additional information are forwarded to Accounting Department for payment. Any Referrals received for a Candidate after an interview has been conducted may be disallowed.

When a Referral Candidate is hired, V Group Inc. will pay the referral bonus based on the criteria set up, but reserves the right to change the amounts, terms and conditions at any time:

The determination of who is eligible for a Referral Bonus is at the sole discretion of V Group Inc. management. If more than one employee provides the same referral, at V Group Inc. management's sole discretion, the Bonus may be split among the employees.

Payment: If a Consultant/employee is hired successfully, the referred employee will be rewarded \$1000.00 after 60 days following the newly referred employee's start date with V Group Inc.

Non-eligibility: Employees who are basically responsible for hiring, recruiting or marketing division personnel or company's management personnel eligible for claiming separately a recruitment commission / bonus are not eligible for this Referral bonus program.

All referral rewards are subject to applicable federal, state and local tax withholdings.

Note: V Group Inc. reserves the right to modify this program at any time.



V Group Inc.

Referral Bonus Claim form

Your name:

Date:

Date of Referral done	Name of Candidate referred	Contact Phone	Main Skill	Level	Date of hire	Start date of Project Date	Referral Bonus Amount Claimed

Signature of person claiming referral Amount: _____

Verified & Recommended by HR Manger: _____

Approved for payment: _____

Note:

Please submit this form duly filled and signed to HR Manager as soon as your referred candidate is hired by the company. The referral amount will be paid to you after one month of employee being on billing project or on regular service with the company.