



HAYBROOK IT REFERRAL SCHEME

The Small Print

Candidates:

1. The referrer must be registered with Haybrook IT Resourcing Ltd at the time of the referral.
2. Where the candidate is referred by more than one person, we will operate a first come first served policy.
3. To qualify for a reward, candidates must be placed within 15 months of registering. The date of registration is taken to be the date that the candidate's CV is added to our database, and the placement date is the date that they start in their new position.
4. Referrals will not qualify for the scheme if the candidate has been in contact with Haybrook IT, either verbally or in writing, at any time up to two years prior to the referral being made.
5. For permanent placements, payments are made once the referred candidate has successfully completed either three months of employment, or any rebate period agreed with our client has successfully elapsed, whichever is the longer.
6. For contract placements, payments will be made once the initial contract duration has expired, and will be made on the initial placement only - extensions and further placements are excluded. To be eligible for the reward, temporary placements must be for a minimum of 12 weeks.
7. Referrals will not be accepted from existing client contacts of Haybrook IT, referring candidates within their own organisation.

Vacancies:

1. The referrer must be registered with Haybrook IT Resourcing Ltd at the time of the referral.
2. Vacancies should not already be registered with Haybrook IT, or have been flagged to us by the client prior to release.
3. Where the vacancy is introduced by more than one person, we will operate a first come first served policy.
4. Vacancies coming from companies from whom we have received a vacancy/vacancies within the past six months, or have either a formal or informal Supplier Agreement with will not warrant a reward.
5. Further vacancies released to Haybrook IT following the initial referral will not be eligible for reward.
6. Multiple vacancies will count as one referral and will warrant one reward.
7. To be eligible for the reward, temporary roles must be for a minimum of 12 weeks
8. Payments will only be made on the initial placement only - extensions and further placements are excluded.

In the event of any disputed fees, following all reasonable reference checks, Haybrook IT Resourcing Ltd's decision will be final