



## **CC NURSERIES GROUP – REFER A FRIEND – TERMS AND CONDITIONS**

1. The refer a friend scheme requires candidates who have been referred by an employee of CCN Nurseries to gain successful employment within the CC Nurseries group in order for the referee to receive payment via payroll.
2. In order for the referral scheme to be considered, the current CCN employee must send an email to the Nursery Manager, on the Nursery email address, to refer the friend. If the candidate is interviewed, prior to the employee making a referral, this will not be eligible. Once the employee has contacted their Nursery Manager, they will ask the employee to complete a form for the referral, prior to the candidate being interviewed.
3. If a candidate referred by a current CCN employee goes on to successfully secure paid employment at a Nursery within the CC Nurseries Group, the referee will receive a payment of £500 for a full-time employee and £250 for a part-time employee (Part-time positions are identified as employees whose agreed contract is that of less than 32 hours per week). Please note: This scheme is not applicable to bank staff.
4. The candidate will need to have been in the new role for 6 months before payment is to be made.
5. There are no limits on how many times CCN colleagues can access the 'refer a friend scheme'.
6. All payments for this scheme are processed via the company payroll and are a taxable benefit. The payment will be made via the payroll that follows the referred employees' passed probation date. If the employee who has been referred does not pass their probation period, this benefit will not be paid to the referee.
7. CC Nurseries reserves the right to withdraw the refer a friend scheme at any time and without advance notice.
8. If in the case that more than one person has been named as referrers, the payment would be fairly split across both CC Nursery colleagues.
9. This scheme cannot be used in conjunction with any other bonus schemes being offered by CC Nurseries Group.

Last updated May 2023.