



Severn Group

# Employee Referral Scheme

JULY 2023

Defined by fairness and transparency, underpinned by inclusive communication to inspire trust and respect; we challenge and support one another to achieve our shared goals.



**SEVERN**

Superior Valve Engineering

# The Process

The purpose of the Employee Referral Scheme (Scheme) is to hire quality candidates, who fit our culture and values, through referrals from you.

The Scheme acts as an incentive and encourages you to refer talented professionals to us, in exchange for a monetary reward. It is designed to do the following:

- Attract candidates who come highly recommended and are endorsed by you.
- Find candidates for hard-to-fill positions.
- Help us source the best talent globally.
- Reduce recruitment costs and time to hire.

While there is a monetary reward associated with the Scheme, we hope that you will be motivated to recommend strong candidates because of collective pride in Severn Group and because bringing in talent helps us deliver our ambitious growth plans.

This Scheme applies to all live vacancies, subject to the terms and conditions described in this document.

Details of current vacancies can be found on our career's pages:

[LB Bentley - Jobs - Find a job, build a career \(applybe.com\)](#)

[MCEGroup - Jobs - Find a job, build a career Careers - MCE Group \(applybe.com\)](#)

[Severn - Jobs - Find a job, build a career Careers - New Career Opportunities \(applybe.com\)](#)

[Jobs in Houston Texas in severe service valve manufacturing | ValvTechnologies](#)

## The Referral Process

- Familiarise yourself with the Employee Referral Scheme.
- As and when vacancies arise, if you have a candidate in mind, familiarise yourself with the job description.
- If you decide to recommend the candidate, ask the candidate to apply for the role via our careers page on the website.
- When applying the candidate needs to select 'employee referral' when prompted and they should enter your Name, Location & Division.
- If the candidate is hired, following the selection process, you will receive a monetary reward after their third month anniversary with us.

# Monetary Reward

## Monetary Reward

If you refer candidates that are hired by us you will receive a monetary reward after the referred candidate's third month anniversary with us. The value of the monetary reward can be found in the table below.

	Severn Glocon (Inc. Mars, MCE & Regions)	LB Bentley	ValvTechnologies (Inc. Regions)	India Hub (Inc. VT)	Severn Group
Engineering	1000 GBP	1000 GBP	2000 USD	10000 INR*	1000 GBP
Leadership & Management	1000 GBP	1000 GBP	1000 USD	40000 INR	1000 GBP
Operations	1000 GBP	1000 GBP	1000 USD	10000 INR	1000 GBP
Sales	1000 GBP	1000 GBP	1000 USD	10000 INR	1000 GBP
Support Functions	1000 GBP	1000 GBP	1000 USD	10000 INR	1000 GBP
Other Functions	500 GBP	500 GBP	500 USD	10000 INR	500 GBP

\*Excludes GET

- Amounts are subject to statutory deductions.
- Monetary reward will be converted to relevant local currency if an employee recommends a successful candidate overseas.
- Rates have been calculated in accordance with local guidance.

# Monetary Reward - Role Definitions

## Role Definitions

Engineer - Applications, Chief, Principle, Senior, Design, Process, Product, Project Materials, Technical, R&D.

Leadership & Management - Executive, President, Senior Vice President, Vice President, Director, Head of, Manager (Senior/Middle).

Operations - Contracts/Projects, Shopfloor/Direct, Production Office, Quality, Supply Chain/Procurement, Planning.

Sales - External, Internal, Marketing.

Support Functions - Finance, Health & Safety, IT, Legal, People.

Other Vacancies - All other roles.

## Terms and Conditions

For you to receive the monetary reward the following terms and conditions must be met:

- The candidate must be recruited within six months of the date the referral is made.
- You and the new employee must be employed by us at the time payment is made. Where either party's contract of employment is under notice of termination, at the time the payment is due we will not pay the monetary reward.
- The new employee must not have been previously employed by us within the last two years.
- The new employee must not have applied directly for the same job or been referred by another source e.g., recruitment agency.
- You must be mentioned at application stage. No retrospective recruitment referral applications will be accepted.
- Only one monetary reward will be paid for each employee hired. If you believe you have referred the same successful job applicant as another employee, the monetary reward will be paid to the employee who is named in the candidates application.
- There is no limit on the number of referrals that you can make, however any referral must be in connection with a specific vacancy.
- Internal candidates can not be referred as part of the Employee Referral Scheme.

## The Scheme

The Scheme is non-contractual and may be amended or removed at any time. The Scheme should be read in conjunction with the Conflict of Interest Policy, Employee Privacy Notice, Equality, Diversity & Inclusion Policy, Privacy Notice, and Recruitment Policy. All Severn Group Policies can be accessed on the Group Policy Hub.



At Severn, our business success flows from expertise – from technical knowledge and experience that position us as a leader in our field. Not everything, however, can be engineered. The Values which underpin that success stem instinctively from the culture we seek to sustain. Everything we do is tested against our Values, and our people are encouraged to apply them every day: they are the stewards of our brand, our reputation, our heritage, our ambitions.



**Customer**



**Integrity**



**Excellence**



**Accountability**