

ScaleFocus

EXTERNAL REFER-A-FRIEND (RAF) POLICY

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Policy brief & purpose

Our External Referral Program Policy aims to define the guidelines, terms & conditions, and procedure of referring a friend/acquaintance for a given position at ScaleFocus AD, a joint stock company, as well as to specify and regulate the responsibilities & duties of the Talent acquisition team, ScaleFocus employees and external ambassadors, in relation to it.

Since ScaleFocus AD is an equal opportunity employer, the Refer-a-Friend (RAF) policy is aiming at attracting and selecting candidates who are suitable for the job, solely based on the preliminary defined criteria for a specific position, and the candidate profile (education, competencies and skills).

Refer-a-Friend terminology

Term	Description
The Company	ScaleFocus AD, a joint stock company, with all domestic and international offices and its subsidiaries
TA team	Talent Acquisition team who is an owner of the RAF process
Referring person	Referring person is either an existing employee of The Company or an external ambassador (person outside of the Company) who submits the application of the referral for a given position within the Company
Referral	Candidate submitted by a Company employee or an external person for a specific job opening
Referral bonus	The referral bonus is a specific amount of money, expressed in a gross payment and awarded to the referring person for successful hire of the candidate referred by him/her.
Successful hire	The successful hire is an event when the referred candidate gets hired by the Company
Monthly RAF list	List with the job openings for the specific month, subject to a referral bonus, announced to the employees of the Company and external ambassadors.
ATS	Applicant tracking system

The Refer-a-Friend policy statements related to referrals from external people, outside of the Company, are announced below and are provided to external ambassadors upon request.

Terms & Conditions

1.1.1. Eligibility

Everyone outside the Company (who is not an employee of ScaleFocus) may participate in the RAF program as an external ambassador through referring candidates for a given vacancy.

1.1.2. Terms

All technical and non-technical positions, part of the External RAF Program, are announced at the ScaleFocus' career webpage: <https://careers.scalefocus.com> and below the job post there is a special option "REFER A FRIEND", linked to a particular questionnaire form. The TA team takes the ownership to decide which positions are part of the program and to update the information on the career webpage.

1.1.3. Conditions

- The referred person must meet required qualifications for the position in order to be considered to enter the ScaleFocus interview process
- All candidates will be evaluated solely and entirely based on the job position requirements and specifics, in accordance with ScaleFocus interview process, ethics and criteria
- A certain candidate is considered as referred if the following conditions are met:
 - her/his CV has been submitted to the TA team via email (talent.acquisition@scalefocus.com) or through the "refer a friend" questionnaire form at the career webpage, and
 - s/he is new to the ScaleFocus ATS (applicant tracking system)
- If a referred candidate exists in the ATS, due to a previous application or any other source, the TA team will analyse the 2 applications and if there are consistent differences, such as contact details, previous experience, specific trainings, etc., the TA team will consider the newest source to be eligible as a referrer, otherwise the source will be the oldest one
- If the same candidate is referred by 2 different sources only the first referrer will receive their referral bonus, according to the date and hour of the referral is received by the TA team
- If an ex-employee of ScaleFocus is referred by an external ambassador, the referrer is eligible for receiving the full amount of bonus only if the referral is done more than 1 year after the resignation
- If a candidate is referred and hired at a later time, but not more than 6 months after the referral is received, the referrer is still eligible for a referral bonus.

1.1.4. Payments

- If the candidate is hired, the referring person is eligible for a referral bonus in a gross amount of 2000 BGN or 5000 BGN, depending on the position specifics. This information is submitted via our monthly RAF newsletter.
- The bonus shall be paid only if at the accomplishment of the 6th month of the employment (4th month for North Macedonia), the referred candidate is still an active employee at the company and is not in his/her notice period (resignation or dismissal)

- If a candidate is referred for one position but hired for another one, a RAF bonus (if eligible) will be paid for the position the candidate is hired for
- The method of payment is via bank transfer to a personal bank account of the referring person in the month following the successful completion of the probation period.

1.1.5. Personal Information

For the purposes of the external referral program we collect personal information from the referees and the referred candidates. All personal information is collected and retained according to the ScaleFocus' Privacy Policy: <https://www.scalefocus.com/privacy-policy>

Participating in the External Referral Program, both the referrer and the referred candidate have to read and agree with the terms of the ScaleFocus' Privacy Policy.