

## Recommend a Friend Bonus Scheme

Pulse Community Healthcare terms and conditions

### 1. Definitions

- 1.1. **Recommender** - A person who recommends a potential new associate to Pulse Community Healthcare.
- 1.2. **Recommendee** - A new associate who has not previously worked for Pulse Community Healthcare or an associate who has not worked for Pulse Community Healthcare within the last 12 months.
- 1.3. **Recommendation date** - The date that the recommendation is received by Pulse Community Healthcare.
- 1.4. **Recommendation bonus payment** - Payment in the form of cash for the Recommender of the amount stated for the profession of the Recommendee.
- 1.5. **Qualifying criteria** - The criteria that must be met by the Recommend and as set out at clause 3.
- 1.6. **Compliant** – Pulse Community Healthcare follows Recruitment and Employment Confederation Best Practice Guidelines. Under these guidelines, associate checks are required, prior to the associate commencing work. These include: right to work, proof of identity, DBS disclosure, occupational health and immunity, professional registration, specific training, competency interview, work history, references, professional and educational certificates. Once associates file is in accordance with the guidelines, associate file is deemed compliant and they are eligible to work.

### 2. Scheme

- 2.1. The Pulse Community Healthcare recommendation scheme is applicable to Recommenders who recommend support workers, healthcare assistants and nurses looking to work in the community. This scheme provides the opportunity for recommendations to be made and bonus payments earned, and it cannot be used in conjunction with any other recommend a friend scheme within Pulse Community Healthcare.
- 2.2. This recommendation scheme is valid from the date of Tuesday 13<sup>th</sup> November up until Friday 31<sup>st</sup> May 2019

### 3. Qualifying Criteria

- 3.1. **Recommendation** - For a recommendation to qualify it must be submitted via the Pulse Community Healthcare website at [www.pulsecommunityhealthcare.co.uk/recommend-a-friend](http://www.pulsecommunityhealthcare.co.uk/recommend-a-friend). **The recommender must have explicit consent from the Recommendee to provide their details to Pulse Community Healthcare.** Recommendations can also be made via telephone call to the Pulse Community Healthcare team and a record shall be retained by the consultant on file in order for the Recommendee to be validated. The recommendation must include the Recommendee's name, profession, contact details and the location that the Recommendee requires work. The Pulse

Community Healthcare team shall contact the Recommender to verify their consent to be recommended, with the intention of securing their work engagements.

**3.2. Professions** - For a recommendation to qualify, the Recommender must work in the profession listed in this scheme.

**3.3. Compliance** – For a recommendation to qualify, the Recommender must pass the necessary checks to ensure they are compliant and eligible to work.

**3.4. Worked hours** - The recommendation bonus will be payable once the Recommender has worked 50 hours within four weeks of completing their file.

#### **4. Recommendation bonus payments**

**4.1. Bonus amount** - The Recommender is entitled to claim the bonus amount of £200 once the qualifying criteria, terms and conditions have been met by both the Recommender and Recommender.

**4.2. Claiming bonus** - It is the responsibility of the Recommender to claim their recommendation bonus payment by contacting the Pulse Community Healthcare team no later than eight weeks after the Recommender has completed the required hours for their profession in the given time-frame.

**4.3. Cash payment(s)** - A Bonus payment is made to the Recommender once the Recommender has met the relevant qualifying criteria, terms, conditions and the Recommender requested payment. All recommendation bonuses are subject to tax deduction. This will be deducted at source if the Recommender is a PAYE associate. If the Recommender is not a PAYE associate, they will be responsible for their own tax declaration. Bonus payments are non-transferable.

#### **5. General Terms**

**5.1.** Pulse Community Healthcare reserves the right to reject a recommendation bonus payment request if:

**5.1.1.** the Recommender has not consented to their personal data being submitted to Pulse Community Healthcare;

**5.1.2.** the Recommender has previously registered with Pulse Community Healthcare within the past 12 months;

**5.1.3.** the Recommender or Recommender have not met the qualifying criteria, terms and conditions;

**5.1.4.** the Recommender works for a division of Pulse Community Healthcare that does not run a recommendation scheme;

**5.1.5.** Pulse Community Healthcare sees fit to do so, due to any other reason or circumstance that they deem as justified; or

**5.1.6.** If Recommenders are deemed internal personnel, employed by Pulse Community Healthcare

**5.2.** Pulse Community Healthcare reserves the right to:

**5.2.1.** vary the terms and conditions of this recommend a friend scheme at its absolute discretion; or

- 5.2.2. cancel or discontinue this recommend a friend scheme without having to pay any outstanding claims, introduce a replacement scheme, offer compensation or inform associates