

## Refer a friend scheme rules

1. Voyage Care will pay £500 to the employee for every referred friend. To be eligible for payment, they have to be continuously employed for one month. For Children's Complex Care this will be after 100 hours worked.
2. If you refer three friends within a three month period, you can get an additional £500. (£2,000 in total)
3. Payment will only be made for employees on a permanent contract.
4. All employees of Voyage Care are eligible to take part in the scheme regardless of role or status.
5. The refer a friend scheme applies to all roles.
6. All payments will be made in cash through the payroll system on the next available pay date. No non-cash payments are permitted. (subject to Tax & NI)
7. If a candidate leaves and returns under the Refer A Friend scheme, no additional payment will be made within a two year period.
8. The referrer must still be employed on the pay date to receive payment.