



mpi

recruitment redefined

## **Referral Scheme Terms & Conditions**

The following terms relate to the referral scheme launched by MPI Limited in April 2023. Throughout these terms, the expressions 'we', 'us', or 'our' in the terms mean, where the context admits, MPI Limited, its agents and employees and the expressions "you" or "your" in the terms means, where the context admits, our employee or worker.

We will treat all information in accordance with our privacy policy. For full details of our privacy policy and for details on how to withdraw consent for us to hold or process your data please use the following link: [https://www.mpi.ltd.uk/legal\\_documents/privacy\\_policy](https://www.mpi.ltd.uk/legal_documents/privacy_policy)

**These terms do not form part of your employment contract or any contract of engagement and we may amend or withdraw these terms at any time.**

The referral scheme works in the following way:

- The person who is making the referral ("the referrer") must be employed by us or engaged as a worker and make their referral by email to MPI stating that they have permission from the person whom they are referring and copy that person into the email. Please send the email to the person/persons named in the advert for the referral. At this point we will send registration forms including our GDPR Policy.
- The person being referred ("the referred") must be placed on a fixed or minimum term contract of a proposed duration of 6 months or longer after the referral was made or placed into a permanent position.
- The person referred must then have worked a minimum of 3 months (excluding any notice period) continually with MPI after the referral was made or remained in the permanent position for which they were referred for a minimum of 6 months (excluding any notice period) and have passed their probationary period.
- The person being referred must not have been previously referred to MPI by the referrer or any other person.
- The referred must not have previously applied for or been interviewed for a position at MPI.
- The referred must not have previously been employed or engaged as a worker or in any other capacity (including through a corporate entity) by MPI.
- MPI are under no obligation to interview the referred or accept the referred.

FOR RAIL REFEREES ONLY, THE FOLLOWING CONDITION MUST ALSO BE MET:

- The person being referred must become Sentinel Primary Sponsored with MPI after the referral was made and stay primary sponsored for at least 6 months.

Once all the above conditions have been met, the fee (minus and tax/NI deductions), as stated in the initial advert, will be released to the referrer within 28 day of either confirmation of meeting the terms or receipt of an invoice.



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In circumstances where more than one person refers the same individual, the fee will be paid to the person who sent the referral first, as determined by the time and date of the email received.

In the event of any dispute in relation to this referral scheme, we or the referrer, can ask in writing that the dispute be resolved by Simon Henser or Gemma Newby, who shall determine the dispute in their absolute discretion. Their decision in relation to the dispute shall be final.

For any queries relating to any of the information contained in these terms and conditions please email: [info@mpi.ltd.uk](mailto:info@mpi.ltd.uk) and quote "Referral Scheme Query" in the email heading.