



Recommend a friend bonus scheme - Terms and conditions



1. Definitions

1.1 Recommender = A person who recommends a potential new associate to Pulse.

1.2 Recommendee = A new associate who has not previously worked for Pulse or an associate who has not worked for Pulse within the last 12 months.

1.3 New associate = Someone who has not previously worked for Pulse or who has not worked for Pulse within the last 12 months.

1.4 Recommendation date = The date that the recommendation is received by Pulse.

1.5 Recommendation bonus payment = Payment in the form of cash for the recommender, of the amount stated for the profession of the recommendee.

1.6 Qualifying criteria = The criteria that must be met by the recommender and recommendee.

1.7 Scheme = The individual scheme that a division of Pulse has created (see table below) provides the opportunity for recommendations to be made and bonus payments earned.

1.8 Compliant = Pulse 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 enhanced disclosure, occupational health and immunity, professional registration, specific training, competency interview, work history, references, professional and educational certificates. Once an associate's file is in accordance with the guidelines, the associate's file is deemed compliant and they are eligible to work.

2. Scheme

2.1 Pulse Nursing = The Pulse Nursing scheme is applicable to recommenders who recommend qualified Nurses, Midwives, ODPs or Healthcare Assistant looking to work in the UK, outside of the Greater London area. This scheme cannot be used or in conjunction with any other recommend a friend scheme within Pulse.

3. Qualifying Criteria

3.1 Recommendation = For a recommendation to qualify it must be submitted to the associate's consultant or the recommend a friend team via email, by post or via the online form on the pulsejobs website. Recommendations can also be made via telephone call to the consultant but must be recorded by the consultant on the recommender's and/or recommendee's 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 outcome of the recommendation will be for the relevant consultant to contact the recommendee with the intention of securing their work engagements.

3.2 Professions = For a recommendation to qualify, the recommendee must work in one of the given professions listed in the scheme table below.

3.3 Worked hours = The recommendation bonus will be payable once the recommendee has worked the number of hours stated for their profession or upon completion of a probationary period, as stated in the table. Hours/probationary period must be completed in the timeframe specified for their given profession, (see table).

4. Recommendation bonus payments

4.1 Bonus amount = The recommender is entitled to claim the bonus amount that is related to the profession of the recommendee once the qualifying criteria, terms and conditions have been met by both the recommender and recommendee.

4.2 Claiming bonus = It is the responsibility of the recommender to claim their recommendation bonus payment no later than three months after the recommended has completed the required hours (within 12 months) by contacting their consultant or the recommend a friend team, when the recommendee has completed the required hours for their profession in the given time-frame.

4.3 Cash payment(s) = Bonus payment(s) is made to the recommender once the recommendee has met the relevant qualifying criteria, terms, conditions and the recommender has 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

Pulse reserves the right to reject a recommendation cash bonus payment request;

- a. If the recommendee has previously registered with Pulse within the past 12 months.
- b. If the recommender or recommendee have not met the qualifying criteria, terms and conditions.
- c. If the recommendee works for a division of Pulse that does not run a recommendation scheme.
- d. If the recommendation has been accepted via telephone call but not been recorded on the recommender's and/or recommendee's file.
- e. If Pulse sees fits to do so, due to any other reason or circumstance that they deem as justified.

Pulse reserves the right;

- a. To vary the terms and conditions of the recommend a friend scheme at its absolute discretion.
- b. To cancel or discontinue the recommend a friend scheme without having to pay any outstanding claims, introduce a replacement scheme, offer compensation or inform associates.

Cash scheme table	Recommendee's profession	Recommender's bonus entitlement	Recommendee's qualifying hours	Additional terms	Scheme start date
Pulse Nursing	Nurse, Midwives, ODP and Health Visitor	£250	200 hours	Nurses, Midwives, ODP and Health Visitor: Hours must be completed within 12 months of recommendation. Bonus will be paid in two stages. £50 after first shift and £200 after 200 hours worked.	August 2012
	HCA	£50		HCA Hours must be completed within 12 months of recommendation.	