

# Client Referral Programme

## What is the Client Referral Programme?

HR Ready is a well-established and reputable provider of expert HR advice and support.

We value the relationships we have with our partners and through our Client Referral Programme we like to show our appreciation by rewarding client referrals with a referral fee between 2 and 20% at the Companies discretion by way of a donation to a charity of their choice or a payment directly to them or their business.

## How does our Referral Programme work?

### Referral Fee

Successful referrals will result in the referrer receiving a referral fee up to 20% on the first month revenue received by HR Ready Ltd from your referred candidate. The referrer can choose to receive their referral fee as a direct payment into their nominated bank account or for their reward to be donated to their nominated charity. The referral fee will be a one-off payment based on the HR Retained service.

### Referral Process

To refer a business to HR Ready Ltd, please email their contact details to [rebecca@hrready.co.uk](mailto:rebecca@hrready.co.uk). The information we require about the business you are referring is as follows:

- First name and surname of contact;
- Email address;
- Telephone number;
- Job title;
- Company name; and
- Any additional information you can provide.

## Terms of Business

<b>“Referrer”</b>	means any person who introduces a business to HR Ready.
<b>“Successful Referral”</b>	a successful referral is when a referred business who was either unknown or has not previously been engaged with HR Ready Ltd engages in paid HR Retained services with HR Ready Ltd for a minimum of 12 months.

### 1. Client Referral Programme

- 1.1. We guarantee that a fee will be paid out to the Referrer for a Successful Referral within one month of HR Ready receiving the first payment from the referred business.
- 1.2. Successful Referral will result in the Referrer receiving a one-off payment (‘Referral Fee’) amounting between 2 and 20% (at HR Ready’s discretion) of the first monthly revenue received by HR Ready Ltd from your referred business.
- 1.3. The Referral Fee will be paid by HR Ready Ltd in one of two ways:
  - 1.3.1. A direct payment into the Referrer’s nominated bank account; or
  - 1.3.2. A donation to the Referrer’s nominated charity.

- 1.4. The Referrer is responsible for providing HR Ready Ltd with their nominated bank account details or nominated charity details so that the Fee can be paid within the time frame specified in Clause 1.1.
- 1.5. There is no cap on the number of referrals an individual can make.
- 1.6. If two or more individuals refer the same business, only the first Referrer will receive the Referral Fee.
- 1.7. If a referred business chooses not to engage with HR Ready Ltd immediately, but does so at a later date within 1 year from the referral, the Referrer will remain eligible for a Referral Fee once the referred business engages in a HR Retained service with HR Ready Ltd.
- 1.8. HR Ready Ltd reserves the right to change the Client Referral Programme, Referral Fee amounts and procedure. We may also add new incentives to the programme. We will update this web page with relevant details as and when appropriate.
- 1.9. HR Ready Ltd employees are exempt from the Client Referral Programme.
- 1.10. The Referrer shall comply with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption, including but not limited to the Bribery Act 2010 (BA 2010).
- 1.11. Nothing in these Terms of Business is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party. Each party confirms it is acting on its own behalf and not for the benefit of any other person.
- 1.12. The Referrer shall have no authority, and shall not hold itself out, or permit any person to hold itself out, or otherwise create the impression that it is authorised to bind HR Ready Ltd in any way and shall not do any act which might reasonably create the impression that it is so authorised. The referrer shall not make or enter into any contracts or commitments or incur any liability for or on behalf of HR Ready Ltd, including for the provision of the Services or the price for them, and shall not negotiate any terms for the provision of the Services with a referred business.
- 1.13. Our general Term of Business available [here](#).