



Recruitment Referral Policy

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Recruitment Referral Policy

Purpose

The purpose of this policy is to outline the guidelines for referring candidates for Greencastle Solutions SA and to incentivize employees to help us attract top talent.

Scope

This policy applies to all employees of Greencastle Solutions SA.

Referral Submission Process

1. How to Submit a Referral:

If you would like to refer a candidate, please email Recruitment Operations Team with the following details:

- Candidate's name and contact information
- The specific role you are referring them for
- Any relevant motivation or reasons why you believe the candidate is a good fit
- If you wish to provide personal motivation, kindly set up a meeting with our Recruitment Operations Specialist to discuss this further.

2. Eligibility Criteria:

- Referrals will be accepted only if there are current openings available and the candidate meets the job qualifications.

Final Decision Authority:

- The hiring manager will always have the final say in the hiring decision. It is essential to respect the recruitment team's role in selecting the best possible talent.

Referral Submission Requirements:

- Please note that referrals sent via text message or WhatsApp will not be considered valid and will not qualify for the referral bonus.

Referral Bonus Structure:

Junior Referral (One-Off Bonus):

- 2,500 Rand after the referred candidate has completed 3 months of employment.

Senior Referral (One-Off Bonus):

- 5,000 Rand after the referred candidate has completed 3 months of employment.

Important Note:

- No referral bonuses will be paid for Graduate placements.

Thank you for participating in our referral program and helping Greencastle Solutions SA find exceptional talent! Your contributions are invaluable to our growth and success.