

## Terms and Conditions For The Referral Program

1. **Who can Refer?:** At BHIVE, we value the importance of community. Hence, all BHIVE Members, Partners, Employees, Vendors and Supporters are eligible under the referral program.
2. **Referral Rewards:** We love celebrating success. The category reward will be presented to you by our team once your referred candidate is hired and has completed 90 days as per our HR policies.
3. **Referral Process:** Sharing is caring, and it's easy too! Just put the referral through our designated portal ([bhiveworkspace.com/employee-referral](http://bhiveworkspace.com/employee-referral)).
4. **Referred Candidate Specifications:** We want the best possible matches for our team! The candidates who can be referred should not be on a notice period or under a Performance Improvement Plan with BHIVE.
5. **Specific to BHIVE Employees:** BHIVE Employees can refer their immediate family members as well. Please note that for immediate family candidates, designated HR committee members will reserve the final decision for hiring confirmation.
6. **Tax and Reporting:** Our rewards are exciting but we remain responsible too. Any referral rewards may come with applicable taxes. But don't worry, we will stick to the local tax reporting laws to ensure everything is as per the book.
7. **Program Adaptability:** We are ever-evolving! We hold the right to modify, suspend, or end the Employee Referral Program whenever necessary. But fear not, any rewards earned before any changes will be respected and paid out as per the program's terms active at that time.