



# REFER TO EPAM

REFER. REWARD. SUCCEED

This document provides the terms and conditions for our external **Refer to EPAM program – Hong Kong** program. A HKD 5000 bonus will be given to non-EPAM employees for successful referrals, which means the candidate was hired by EPAM.

## ELIGIBILITY GUIDELINES

The referrer is **ineligible** for a reward payment if:

- The referred individual has communicated with EPAM regarding a career opportunity 90 days before the date of referral. The validity of this condition will be checked against our records under EPAM's applicant tracking system.
- The referred individual was submitted to EPAM by an approved staffing agency in the last six months.
- The referred individual has worked for EPAM in the last six months.
- The referred individual is hired into an internship, co-op, entry-level program, or temporary role.
- The referring individual does not have first-hand personal and/or professional knowledge of the individual being referred and is unable to provide their personal contact information and/or resume.
- The referred individual works for an EPAM client or partner where there is a current no-hire agreement.
- The referred individual is recommending him/herself to EPAM.
- The referred individual is ineligible to work full-time in Hong Kong for any company without limits.
- The referred individual is ineligible for hire based on current labour laws.
- The referring individual is an EPAM employee.
- The referring individual is an immediate family member of an EPAM employee who is a: *Member of the Talent Acquisition, Staffing, or Human Resources team.*

## TERMS AND CONDITIONS

- For each successful referral, where candidate is hired and has successfully passed probation or after 90 days from hiring (whichever comes first), HKD 5,000 will be paid to the referrer.
- All referral bonus amounts will be made in local national currency (HKD) and are subject to applicable local taxes, where applicable. However, it is the referrer's responsibility to report this bonus to the relevant tax authority, if required. In other words, if any tax expense arises out of this bonus payment, the referrer/recipient is solely responsible to settle it without any further involvement from EPAM.
- The referrer **needs to be a Hong Kong Resident** during point of referral as well as at time of payment. He/She must also have a **valid Hong Kong bank account** for payment to be electronically processed.
- For payments to be processed, all individuals who earn a bonus through EPAM's external referral program are required to provide the following information **within 30 days** of being notified by EPAM of eligibility for the reward: A signed letterhead with a copy of his/her own personal ID document (Identity Card) and the following details: Name, Address, Phone, Email, Bank Name, Account Number, SWIFT/BIC code, Name of Bank Account, and any other information that is requested for to effectuate the payment. If the required information is not provided within 30 days, the reward will expire. Please note that all payments will be electronically processed.
- The recipient name of the payment must match the referrer name and name on the Bank Account.
- You will be notified by our 'Refer to EPAM' team if your referral is hired.
- To be eligible for a bonus, your referral must be hired within six months from the date EPAM received your referral.
- Submitting a referral does not create any type of employment relationship between EPAM and you.

*NOTE: EPAM Talent Acquisition Leadership has the right to determine eligibility and payments of all referrals in question. For further clarifications, please contact the 'Refer to EPAM' team via email: [referralHK@epam.com](mailto:referralHK@epam.com)*