Incentivised Recruitment Policy

Applies to	All employees
Policy owner	HR Manager
Version	2.0
Last reviewed	20/07/2026
Next review	20/07/2027

This is Anstey Horne's Incentivised Recruitment policy.

This policy does not form part of your contract of employment. We reserve the right to amend it.

1. Our commitments:

- We will reward existing employees if they introduce a potential candidate to the business who we go on to recruit and who successfully passes their probation, with reference to the rates below:

    - £1,000 for the recruitment of support roles and assistant level positions.
    - £2,000 for the recruitment of intermediate level
    - £3,000 for the recruitment of senior level
    - £5,000 for the recruitment of Associate level and above.

    All the above sums are subject to tax.

- The candidate must be someone Anstey Horne is not already talking to. If an individual has already been introduced by an agent, Anstey Horne has a contractual commitment to pay them for the introduction.

- Both the employee and the recruited person would need to be employed on the date of payment, not serving notice or under any disciplinary process.

- The above incentives are not open to Directors as recruitment is deemed part of their role.

- The above is capped to £10,000 per person per annum.

Anstey Horne will inform all employees that an incentivised recruitment policy is in operation. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

Anstey Horne's incentivised recruitment policy is fully supported by senior management and has been agreed with the management team. Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.

2. Questions and administration

The HR Manager is responsible for administering this policy. If you have any questions, please speak to your line manager in the first instance or contact suebailey@ansteyhorne.co.uk.

Related policies: Anti-Bribery Policy – Code of Ethics – Anti-Money Laundering - Whistleblowing Policy
This policy does not form part of any contract of employment.