

Refer a friend

Terms & Conditions

Special People Ltd

£200 - recommend someone, and if they join the team and complete three months of meaningful work, the bonus is yours.

1. About the scheme

The Refer a Friend scheme is Special People Ltd's way of saying thank you to people who recommend someone who goes on to join our team. Under the scheme, you can earn a **£200 bonus** when a person you refer is successfully recruited and completes three months of meaningful work with us.

2. Who can take part

- The scheme is open to current Special People team members.
- The following people are not eligible to claim a bonus: directors and members of the senior management team, and anyone directly involved in the hiring decision for the role in question (for example, the recruiting manager or a member of the HR team handling that vacancy).
- You must be working for Special People at the time you make the referral and at the time the bonus becomes payable.

3. Who you can refer

- The person you refer ("your friend") should be someone you genuinely believe would be a great fit for a role with us.
- Your friend must not already be in our recruitment process, must not be a current member of staff, and must not have worked for Special People in the previous 12 months.
- Before you submit a referral, you must have your friend's permission to share their details with us and for us to contact them, in line with data protection law.

4. How to make a referral

- Submit your friend's details using the Refer a Friend form on our website.
- You must be named as the referrer at the point your friend first applies or is introduced to us. We're unable to apply a referral after someone has already applied to us independently.
- If more than one person refers the same individual, the bonus will be paid to the first valid referral we receive.

5. When the bonus is paid

The £200 bonus becomes payable once the person you referred has:

- been offered and accepted a role, and joined Special People; and
- completed three months of meaningful work.

“Meaningful work” means three months’ continuous employment from their start date, during which they have actively and satisfactorily carried out their role, for example, working their agreed hours or shifts rather than being absent for the majority of that period.

Both you and the person you referred must still be employed by Special People at the point the bonus is paid.

6. How you’re paid

- The bonus is paid through payroll, alongside your normal pay, in the pay period after it becomes due.
- As an employment-related payment, the bonus is subject to tax and National Insurance, which are deducted in the usual way.

7. How many people can I refer?

There’s no limit. You can refer as many people as you like, and a separate £200 bonus is payable for each person who joins and meets the conditions above.

8. Your friend’s information

- We only use the details you provide to contact the person you’ve referred about opportunities with us, and we handle their information in line with our Privacy Policy and UK data protection law.
- By submitting a referral, you confirm your friend is happy for you to share their details and for us to contact them.

9. General

- The scheme is offered as a goodwill gesture and is entirely discretionary. It does not form part of any team member’s contract of employment.
- We may change, pause or withdraw the scheme, or update these terms, at any time. Referrals already made in line with the scheme will be honoured under the terms that applied when they were made.
- If any question or dispute arises about eligibility or payment, the decision of the management team is final.
- These terms are governed by the law of England and Wales.

If you have any questions about the scheme, please contact us at info@specialpeople.org.uk.