

Dextrans Group Staff Referral Program (SRP)

The SRP initiative that was earlier implemented but discarded has now been re-made to reflect the kind of staff needed in the new era of growth in Dextrans Group. The SRP distinctly showcase the creative mentality of its leadership team to try, retry and dare even to make changes so that new ways of doing and implementing ideas takes place. SRP program is slated to commence running officially based on all “Referral staff employment contract’ which must be dated no earlier than 1 March 2024.

1. SRP is geared and tailored toward using the extended employees’ network connection of similar or like-minded people who can share the same dream with Dextrans.
2. SRP will allow existing (including unconfirmed) Dextrans staff to recommend their friends to fill the job position.
3. Only upon confirmation of the new staff employment will the SRP program be justified. If unclear, it is best to always get clarity from HR.
4. The SRP program incentive validity is only applicable for non-direct reporting lines between Proposer and Recommended. Any ambiguity must be clarified before effecting this program.
5. The SRP is effective as follows;
 - a. Singapore, Hong Kong, Korea, Japan, Taiwan, China
 - USD 500 (non-managerial position)
 - USD 1,000 (managerial position)
 - b. Indonesia, Malaysia, Thailand, Philippines, Vietnam, Cambodia, Laos
 - USD 250 (non-managerial position),
 - USD 500 (managerial position)
6. In the event where coincidentally there are 2 claimants to the award, take note that, the award will be equally divided.
7. This policy like all other Dextrans Group policy is constantly updated in myDextrans which every Dextrans has accessibility and should not claim otherwise.
8. Dextrans Group Management is the final authority, administers and decides on the efficacy of the SRP programs. All disputes reconciliation and settlement for the SRP decision is final. The final decision lies with Group CEO/COO.
9. SRP scheme is not applicable for staff employed based on internship, trainee, sponsorship programmes.

Staff Referral Form

Referral Guidelines

1. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate's resume to the Human Resources Department.
2. If the candidate you refer is hired, you will receive a referral award after the new employee has attained confirmation status upon successful completion of probation.
3. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
4. Only 1 referral award can be given per candidate. If a candidate is referred by more than one employee, the referral award will be split equally if the candidate is hired and satisfy all conditions.

Employee Information

Employee Name: _____ Date: _____
Department/Title: _____ Site Office: _____
Email: _____ Telephone: _____

Referral Information

Candidate Name: _____
Email: _____
Telephone: _____
Position Referred: _____

Why this candidate is qualified for this position:

For Human Resources Use Only

Date Received: _____ Interview Date: _____
Hire Date: _____ Award Date: _____