



## AUTOTECH RECRUIT REFER & EARN TERMS AND CONDITIONS

*Effective date: 6 January 2025*

These Terms and Conditions ("**Terms**") govern Autotech Recruit's **Refer & Earn** scheme (the "**Programme**"). By submitting a referral, you agree to be bound by these Terms.

### 1. Definitions

- **Referrer:** A current Autotech Recruit contractor who submits a referral via our website form.
- **Referred Candidate:** A person introduced by the Referrer who is not already registered, actively interviewing, or engaged with Autotech Recruit at the time of the referral.
- **Contracting Assignment:** A temporary/contract role arranged by Autotech Recruit where worked days are invoiced to Autotech Recruit.
- **Permanent Placement:** A permanent role introduced and managed by Autotech Recruit.
- **Voucher:** A digital or physical gift voucher from Autotech Recruit's approved supplier list (currently including **Love2Shop** or an **Amazon e-voucher**). Vouchers are non-cash and non-transferable.

### 2. Eligibility

- Referrers must be actively contracting with Autotech Recruit at the point **each reward milestone** is achieved.
- To remain eligible for **ongoing contracting rewards**, the Referrer must work **at least one (1) day per calendar month**.
- Self-referrals are not permitted. Only the **first referral** received for a candidate will be eligible for rewards.
- Autotech Recruit reserves the right to verify eligibility and to decline any referral that does not meet these Terms.

### 3. How the Programme Works

1. **Submit the referral form** on our website: <https://autotechrecruit.co.uk/refer-and-earn>. Please ensure your referral is aware you have shared their details.
2. **We contact and register your referral.** Once they start work (contracting or permanent), your reward eligibility begins.
3. **We'll keep you updated** on progress, so you know when a milestone is reached and when your reward is on its way.



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4. **Enjoy your reward together.** After your friend completes the relevant milestone (see Sections 4 and 5), both parties will **receive their vouchers** - your choice of Love2Shop or an Amazon e-code from our approved suppliers.

#### 4. Contracting Referrals - Rewards

- For **every 20 worked days** completed by the Referred Candidate, **both** the Referrer **and** the Referred Candidate will receive a **£50 voucher each**.
- “Worked days” are counted as **days invoiced by Autotech Recruit** for the candidate’s contracting assignment(s).
- If the Referred Candidate works as a contractor full-time, this typically equates to approximately one voucher per month.
- Rewards are issued for **up to six (6) vouchers** - a total of **120 worked days** - which must be **completed within a maximum period of 12 months**. This totals up to £300 per person.
- **Both parties must remain actively contracting** with Autotech Recruit at the point each 20-day milestone is reached; if either party ceases contracting, rewards **stop immediately**.
- Rewards apply regardless of whether the Referrer is part-time and the Referred Candidate is full-time, provided both remain actively contracting.
- Gift vouchers must be selected from **Autotech Recruit’s approved supplier list**.

#### 5. Permanent Placement Referrals - Rewards

- Following **successful completion of the Referred Candidate’s probationary period** (typically **13 weeks**), the **Referrer will receive a £300 voucher** and the **Referred Candidate will receive a £50 voucher**.
- Probation length is determined by the hiring employer; if longer than 13 weeks, the reward is issued after the **full probation** is completed.

#### 6. Reward Issuance

- Vouchers are typically issued within **30 days** of the relevant milestone being verified by Autotech Recruit.
- Vouchers have **no cash value**, are **non-exchangeable**, and may be subject to the supplier’s terms and expiry dates.
- Any **tax implications** associated with receiving vouchers are the responsibility of the recipients.

#### 7. Exclusions, Verification and Misuse

- Referrals for candidates **already registered** with Autotech Recruit, or introduced to us **within the previous 12 months**, are not eligible.



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- **Agency-to-agency** referrals and referrals made in breach of contractual obligations with third parties are not eligible.
- Autotech Recruit reserves the right to **withhold rewards** in cases of fraud, error or misuse.

## 8. Data Protection

- Personal data provided in connection with the Programme will be processed in accordance with **Autotech Recruit's Privacy Notice**.
- By submitting a referral, you confirm you have the referral's **consent** to share their details with Autotech Recruit.

## 9. Changes and Termination

- Autotech Recruit may **amend, suspend or withdraw** the Programme at any time. Any changes will not affect referrals already accepted where milestones have been achieved prior to the change.
- Autotech Recruit's decision on any aspect of the Programme is **final**.

## 10. Governing Law

These Terms and the Programme are governed by the laws of **England and Wales**. The courts of England and Wales have **exclusive jurisdiction** to settle any disputes arising from or in connection with these Terms.

## 11. Contact

For questions about the Programme, please contact Autotech Recruit via the **referral form on our website** or your **usual consultant**.