

Referral Bonus Announcement

1. Referral bonus of Rs 25,000/- for each referred candidate joining our Software and Product Department in November 2025, Referral bonus shall be paid to our employees.

Sl #	Name of vacancy	Type of bonus	From date	To date
1	Senior Software Developer - Full Stack	Referral	01-Nov-2025	30-Nov-2025
2	Project Manager - Healthcare Apps	Referral	01-Nov-2025	30-Nov-2025
3	Senior Software Developer, Healthcare Apps	Referral	01-Nov-2025	30-Nov-2025
4	Senior Integration Developer	Referral	01-Nov-2025	30-Nov-2025
5	Principal Data Scientist (Healthcare Apps)	Referral	01-Nov-2025	30-Nov-2025

2. All payments shall be paid after confirmation of the new joiners.
3. Referral bonus is paid after the referring employee completes 90 days of service in the organization in an active status, i.e., 4 or 5 statuses only. If the employee submits resignation before completion of 90 days, then the profile shall be moved to 4A/4B/5A/5B status code, and such an individual/employee shall not be eligible for referral bonus.
4. If the referring employee is in PIP (Performance improvement plan), then we should wait until he has cleared up the PIP audit, even if the referring employee completes 90 days of service.
5. If you are an employee and if you have referred someone, then you shall be entitled for referral bonus ONLY if you are in active status of 4, 5, 6, or 7 status code in HRMS and NOT if you are in A or B status codes, which means you shall not be eligible for payout of referral bonus if you are serving notice when the referred employee is serving notice period. A referral bonus is counted as eligible on the 91st day of service of the new joiner and along with the salary of that 91st day. For example, if an employee referred

by you joined us on 10-Jan-24, then such an individual would have completed 90 days on 10-Apr-24, and the 91st day is 11-Apr-24. Salary of 11-Apr-24 is paid on or before 7-May-24. You shall receive this referral bonus along with April 2024 salary which is ideally paid on or before 7-May-24.

6. Referral bonuses shall not be paid if they are not configured and updated in HRMS under “My Referral” or “Source” Section. A referral bonus shall be extracted from the Referral and joining bonus report in HRMS by the payroll department.

Process to refer a friend:

1. Log on to company’s intranet page- <https://intrahub.scribeemr.com/#>
2. Click Referrals - “Refer a Friend”
3. If we already have a resume from your friend, then this link will not let you enter a duplicate entry.
4. Click Referrals - “My referrals” to know the status of your referrals.
5. Referral bonus is payable only if the referring personnel and referred employee are active employees (not in notice serving period) of ScribeEMR on the date of payout.
6. Any exceptions to referral bonus shall be sent to the respective Department Head (DH.) DH shall review and approve exceptions with appropriate documentation over an email which shall be sent to the Payroll Department.

Disclaimer: Management reserves the right to withdraw/modify this scheme without any prior notification.