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**REFERRAL PROGRAM  
TERMS & CONDITIONS**

**v1.4**

SALTER.ME LIMITED  
86-90 Paul Street – London – EC2A 4NE  
[www.salter.me](http://www.salter.me)  
Registered in England and Wales 13767824



## REFERRAL PROGRAM TERMS AND CONDITIONS

### 1. Introduction

These terms and conditions govern the referral program ("Program") provided by [Your Company Name] ("Company", "we", "us", "our"). By participating in the Program, you agree to these terms and conditions.

### 2. Eligibility

The Program is open to individuals aged 18 and over who have the legal right to work in the United Kingdom. Employees of the Company and their immediate family members are not eligible to participate.

### 3. Referral Fee

- A referral fee of £1,500 will be payable for referrals that lead to a successful candidate placement with a client within one year of the referral date.
- The referral must provide information that is new and was not previously held by the Company.

### 4. How to Make a Referral

- Referrals must be made by submitting the details of an individual candidate through the specified method on our website. Only submissions through this method will be considered valid.

### 5. Payment of Referral Fee

- The referral fee is paid on a "paid when paid" basis. Payment will only be made after the Company has received payment from the client related to the referred candidate's placement or new client acquisition.
- Payment of the referral fee will be made within 30 days of receipt of payment from the client.
- The referral fee is inclusive of all applicable taxes. It is the responsibility of the referrer to declare and pay any taxes or duties that arise from receiving the referral fee.

### 6. Confidentiality and Chatham House Rule

- The Chatham House Rule applies to all communications related to the Program. Under this rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s) or any other participant may be disclosed.
- This confidentiality clause is intended to allow free communication within the Program while protecting the privacy and anonymity of all participants.

### 7. Data Protection

- By participating in the Program, the referrer agrees to the processing of their personal data by the Company in accordance with our privacy policy and the General Data Protection Regulation (GDPR).
- The referrer must ensure that any personal data provided about the referred individual or entity has been collected in compliance with applicable data protection laws, including obtaining any necessary consents.

### 8. Expiry of Referrals

- All referrals made as part of the Program will have a validity period of one year from the date of submission. If the referred candidate is not placed with a client within this timeframe, the referral will expire, and no referral fee will be payable.
- If a referral expires, the referrer may re-submit it as a new submission, provided it meets the Program's eligibility criteria.

### 9. First-Come, First-Served Policy

- The Program operates on a first-come, first-served basis. Referrals will be recognised according to the date and time they are submitted through our Referral Programme on the SALTER.ME website ([www.salter.me](http://www.salter.me)).

- If multiple referrers submit the same referral, the earliest time-stamped submission will be recognised. Only the first submission will be considered valid, with later submissions not eligible for the referral fee.

## **10. Miscellaneous**

- The Company reserves the right to change these terms and conditions or terminate the Program at any time without prior notice.
- These terms and conditions shall be governed by and construed in accordance with the laws of the United Kingdom.

## **11. Dispute Resolution**

- Any disputes arising out of or related to the Program, or these terms and conditions will be subject to the exclusive jurisdiction of the courts of the United Kingdom.
- Where appropriate, the Company may seek to resolve disputes through alternative dispute resolution methods such as mediation or arbitration before resorting to litigation.