

Referral program rules for external reference providers in Ukraine



Who can participate in the program?

The program is open only to citizens of Ukraine and individuals, who are not citizens of Ukraine, but are on the territory of Ukraine on legal grounds.



Refer



Recruit



Reward

How can a reference be submitted?

All the references must be submitted via the [Referral Platform](#) before the start of the candidate engagement process.



References **sent via email will not be accepted**. By submitting a reference via the referral platform, you confirm that you have read and agree to the referral program rules in Ukraine (*hereinafter - referral program rules*)



All candidates will be evaluated for employment/cooperation based on Luxoft's policies and procedures. There is **no guarantee a referral will be interviewed** or engaged in any form of cooperation with Luxoft



Prior to providing the personal information of a candidate, it's obligatory to **obtain the candidate's consent** to share their personal information with Luxoft for candidate engagement purposes

SUBMIT A REFERENCE

What is considered a valid reference?

A valid reference should include the following information:

- **Name and surname** of the candidate
- **Contact details** so we can get in touch with the candidate: Phone number, email, Skype, etc. (links to social network profiles without contact details will not be counted as valid referrals)
- The candidate's **job specialization** or information about a suitable position (preferably).
- The candidate's CV (preferably)

What references can be accepted?

- Only references for **eligible candidates** can be accepted
- Only references for positions in **Luxoft in Ukraine** can be credited
- All accepted references **are valid for 3 months** from the date the referral is submitted



What candidates are not eligible as referrals?

- **Current Luxoft employees** (as current employees can apply to open positions through a different corporate program)
- **Current DXC employees**
- Individuals who have been **engaged in the engagement process within the 3 months prior** to being referred or who have already been referred by someone else
- **Contractors or contingent workers** currently providing services to Luxoft
- Candidates sourced from **recruitment agencies prior** to being referred as current contractors or contingent workers can apply to open position through a different program
- **Self-applications**

What referrals are eligible for reward?

- Referrals **meeting validity and acceptance** criteria
- Referrals for which the person referred passes the Luxoft candidate engagement process, starts cooperation **within 3 months** of the date when the referral was submitted, and stays with Luxoft for at least 3 months
- Referrals for all roles that are not for **junior- and intern-level roles or regular-level administrative roles** (except for specific high-level roles)



Referral reward for external recommenders

- If all conditions mentioned above are met, you will receive a **referral reward within 90 days** of the referred candidate's three-month anniversary with Luxoft
- The referral reward is calculated **considering the role-specialization-seniority** of the engaged referred candidate
- The referral reward is **paid in accordance with the referral program rules** in effect at the time of payment. All payments are made according to legislation of Ukraine
- The company **may change its referral program rules** over time to modify or add incentives
- In order to participate in the program and be eligible to receive the reward, the external reference provider has to **be a citizen of Ukraine or individual**, who are not citizen of Ukraine, but is on the territory of Ukraine on **legal grounds** and has a registration number of the taxpayer's account card (identification code) and active bank account in Ukrainian bank. The external reference provider undertakes to sign documentation required for referral reward payment and provide documents and information needed for this purpose
- The additional requirements mentioned in this section **are relevant only in cases of referral reward payment**

Still have questions about our external referral program in Ukraine?

We will be happy to answer in detail.
Contact us: External_Referrals-UA@luxoft.com