



Employee Referral Policy

INDIA: Version 2.0 | PHILIPPINES: Version 3.0

Policy Release Date: August 2020

RESTRICTED

UNITEDHEALTH GROUP®

The values that underpin the company's culture are Integrity, Compassion, Relationships, Innovation, and Performance. It is our firm belief that all employees attempt to live by these values.

Purpose

The purpose of this policy is to help source top talent, build diversity and take advantage of the most effective source of hiring, referrals from current employees. We want to create a process that will encourage all employees to act as talent ambassadors for the Company.

1. Scope

This Policy applies to all full-time employees of Optum Global Solutions (India) Private Limited and Optum Global Solutions (Philippines), Inc. (collectively called as “OGS”).

2. Eligibility

This policy is effective August 1st, 2020. For payouts of any referrals made on or before 31st July 2020 will be as per previous policy. All employees except those specified in the list below are eligible to receive employee referral bonus on successful referral of an external candidate for open positions.

Category	India	Philippines
Part Time Employees	Not Eligible	Eligible
Human Capital Employees	Not Eligible	Not Eligible
The manager listed on the requisition and participates in the interview and hiring decisions	Not Eligible	Not Eligible
Contractors	Not Eligible	Not Eligible
Fixed-term or project employment positions	Not Eligible	Not Eligible

3. Referral Ownership and Validation

- a. Referral profiles must be submitted in the OGS referral website prior to the referral's application date. Referral profiles shall be active in the system for one year.
- b. Twelve Months Referrer Rights
 - i. Talent Acquisition has established the "12 Months Referrer Rights" rule that links the employee to their referred candidate for a period of 12 months. After 12 months have passed, the "12 Months Referrer Rights" will expire and any other employee can refer the candidate.
 - ii. If more than one employee refers an external candidate, only the first employee to submit the online referral for the candidate will be eligible for the referral bonus.

4. ERP Bonus Payout Guidelines

- a) Payout Timeline:

Referral bonus will be paid post the deduction of applicable taxes and will be paid in the regular payroll cycle following the completion of necessary tenure (4.b.1) by the referred employee.

- b) Eligible employee will receive the referral bonus when:

1. the referred candidate has completed the necessary tenure of employment

Referred Candidate's Employment Tenure	SG 20 to 28	3 Months
	SG 29 and Above	6 Months

2. At the time of payout both the referring employee and the referred employee must still be employed with OGS.
3. Referring employee separating from the company and serving notice period will still receive the referral bonus if they are employed with the company on the day of the payout. In case an employee is separated from OGS for a reason, other than those under clause 7.6 of the Employment Contract (for Indian employees) or clause 11.2 (of the Employment Contract for Philippine employees), or other similar provisions/clauses pertaining to the termination of employment relationship of the employment contracts, or for just causes as defined in the Labor Code of the Philippines and Philippine case law (for Philippine employees), the employee will still receive his/her bonus as part of his/her final pay out.

5. Referral Bonus Payout

The employee referral bonus amounts are different depending on the grade level of the position being filled. Referral bonus will be paid post the deduction of applicable taxes and will be paid in the regular payroll cycle subsequent to the date they qualify.

	PAYOUT IND (Rupees)		PAYOUT PHI (Peso)	
	Technology/ ART Analytics/F&A	SS/ Ops	Operations	Technology/ Shared Services/ Clinical/ Specialized
SG20			10,000	P13,000
SG22	7500	7500	P7000	P15000
SG23			P8000	
SG24	15000		P10000	
SG25			P15000	
SG26	37500	20000	P18000	P30000
SG27			P20000	
SG28	75000	37500	P30000	P75000
SG29		75000	P50000	
SG30 /31			P60000	

For Philippines, an additional premium incentive (on top of the amounts in the above table) will be given for the following Clinical roles, provided that the job will require the professional license:

Philippines	PHRN	15,000
	Certified Medical Coder	15,000
	USRN	30,000

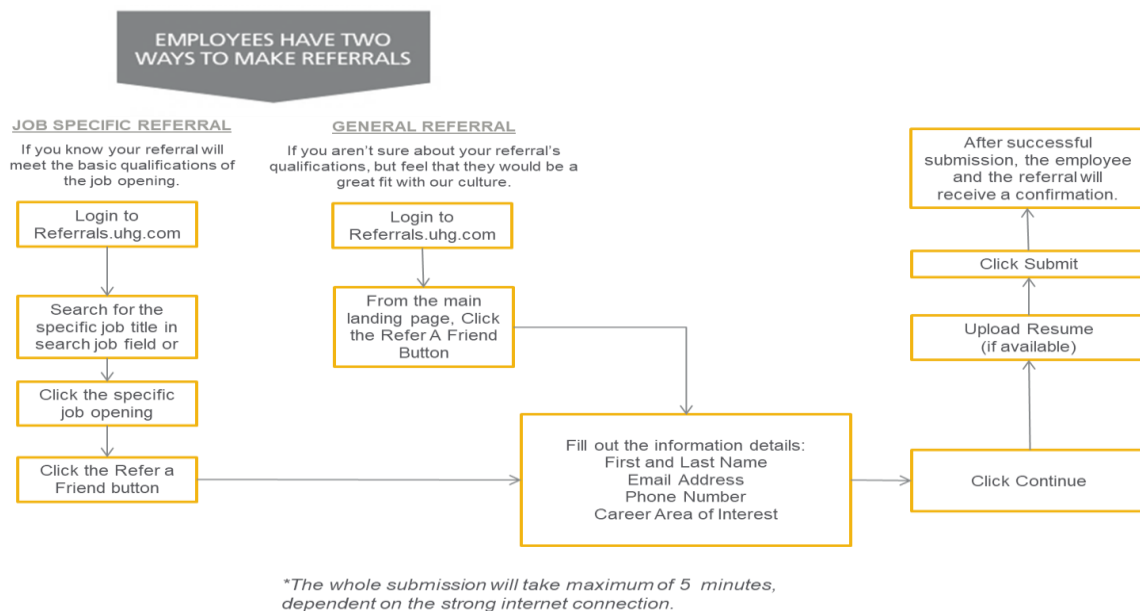
6. Special ERP Promotions

Occasionally, Talent Acquisition may offer limited-time promotions for certain positions. This can be in the form of increased bonus incentives or non-monetary incentives that form part of the Policy's Rewards and Recognition Segment. All promotions will be approved by the Country Sourcing Leader and the Talent Acquisition Country Director.

Additional cash-based incentives from promotions will still be subjected to applicable taxes. For any monetary and non-monetary rewards, TA will be following tax guidelines as recommended by finance.

7. How to Refer

Referrals must be submitted online as per the process defined below.



IMPORTANT: Submit the complete name of the referral. Incorrect spelling of the referral's name may invalidate the submission. After successful submission, an acknowledgement email will be sent to your email inbox thanking you for your referral. Your referral will then receive an email with a link asking them to complete their profile in our system. Please make sure to ask your referral to complete their profile in the system using the link that was emailed to them.

8. Policy Ownership and Exceptions

- a) Talent Acquisition is responsible for applying the rules of the Policy fairly and consistently and will make all final decisions about the Policy
- b) Employees are responsible for notifying Talent Acquisition of any external candidates they refer according to the rules outlined above
- c) For any queries related to the Policy, employee must open a ticket in HR direct
- d) Any exceptions to the foregoing guidelines will require the approval of the following:
 - TA Country Director
 - APAC Talent Acquisition Leader

9. Miscellaneous

Subject to statutory entitlements, the company reserves the right to amend, suspend or withdraw this Policy at any time without notice.