

## Referral Scheme Terms and Conditions

Effective Date: 29<sup>th</sup> September 2023

These Terms and Conditions (the "Agreement") govern your participation in the referral program (the "Program") offered by SUMO London (the "Company"). By participating in the Program, you agree to comply with these terms and conditions. If you do not agree with any part of these terms and conditions, please do not participate in the Program.

### 1. Eligibility:

- You are not eligible to refer any candidates who are already registered with the recruitment agency or who have been referred by someone else.

### 2. Referral Process:

- Participants may refer potential job candidates to the Company.
- Referrals must be submitted through the Company's designated referral portal ([www.sumo.london/referral-scheme](http://www.sumo.london/referral-scheme)) or via email.
- Referrals must be for candidates who are not currently in contact with the Company and are not already part of the Company's database.

### 3. Referral Rewards:

- If a referred candidate is successfully placed in a job by the Company and remains employed for at least [Insert Duration], the referring Participant will be eligible to receive a referral reward.
- The referral reward amount may vary and will be specified in the Program materials or communicated to the Participant individually.

### 4. Payment of Referral Rewards:

- Referral rewards will be paid to Participants in the form of gift certificates to be used in any of The Ivy restaurants, The Ivy Asia is included.
- Participants are responsible for providing accurate contact details to receive the gift.
- The successful candidate must pass their probationary period for the referee to receive their gift voucher.
- The amount of The Ivy gift voucher will vary depending on the position the referred candidate is hired for.

### 5. Disqualifications:

- SUMO London reserves the right to disqualify any referral or Participant for any reason, including but not limited to fraudulent or unethical behaviour.
- The Company's decisions regarding disqualifications are final and binding.

### 6. Compliance with Laws:

- Participants must comply with all applicable laws and regulations when participating in the Program.

### 7. Termination of the Program:

- SUMO London reserves the right to terminate the Program at any time without prior notice.

- Termination of the Program will not affect referral rewards earned and owed prior to termination.

#### 8. Modification of Terms:

- The Company reserves the right to modify these terms and conditions at any time.
- Participants will be notified of any changes to the terms and conditions.

#### 9. Limitation of Liability:

- The Company is not responsible for any losses or damages incurred as a result of participation in the Program.
- The Company's total liability under this Agreement is limited to the referral rewards earned by the Participant.

#### 10. Contact Information:

- For questions or concerns related to the Program, please contact [Company Contact Information].

By participating in the Program, you acknowledge that you have read, understood, and agreed to these Terms and Conditions. This Agreement constitutes the entire understanding between the Company and Participants with respect to the Program.

If you have any questions about the referral scheme, please contact SUMO London:

SUMO London - Contingent Works, 3 Broadway Buildings, Elmfield Road, Bromley, BR1 1LW

[Hello@sumo.london](mailto:Hello@sumo.london)