

EMPLOYEE REFERRAL FORM

The Bicester Village employee referral scheme is operated by Value Retail Management (Bicester Village) Limited (**Value Retail**). The scheme runs from **4 August 2017** until **30 June 2018**.

If you want to refer someone to work at Bicester Village, you must print off this form and:

- **Step 1: Complete your own details**
- **Step 2: Ask the person you are referring to sign as soon as they start work at Bicester Village**
- **Step 3: Give this form to us within TWO WEEKS of that person starting work here**

Once the new employee has worked here for three months, **contact us** to claim your reward (**Step 4**). We will confirm the referral before processing your reward. The scheme is governed by the attached **Referral Terms**.

STEP 1: Complete your own details BEFORE the person you refer starts work at Bicester Village	
Your name:	
Where you work at Bicester Village:	
Your e-mail address:	
Your mobile number:	
Now complete this declaration: I confirm that I have put forward the person named in Step 2 for a job at Bicester Village. I accept the Referral Terms and agree to Value Retail processing my details to administer the scheme. Your Signature: Date:	

STEP 2: NEW EMPLOYEE CONFIRMATION – to be completed AS SOON AS THE NEW EMPLOYEE STARTS WORK at Bicester Village	
Name of new employee:	
E-mail address of new employee:	
Mobile of new employee:	
Where has new employee started work at Bicester Village?	
When did the new employee start work at Bicester Village?	
The new employee (the person being referred) must sign this declaration: I confirm that I have been put forward by the referrer named in Step 1 for a job at Bicester Village. I accept the Referral Terms and agree to Value Retail processing my details to administer the scheme. I have not worked at Bicester Village in the 12 months before this new job. New employee signature: Date:	

STEP 3: TAKE THIS FORM TO RECEPTION within TWO WEEKS of the new employee starting work	
Signature of receptionist:	Date of receipt.....
Reception: please sign, date, photocopy and pass this form to Brand Services department. Please provide the deliverer with the photocopy for their records.	

STEP 4: Contact us at villagecareers@bicestervillage.com or brandservices@bicestervillage.com after the new employee has been in the new job for at least 3 months to claim your reward.
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For internal use (Store Manager confirmation)			
Name of Store Manager:		Role of the new employee:	
Employer of Store Manager:		Start date of new employee:	
I confirm that the new employee named in Step 2 has been continuously employed in the above role for at least 3 months and was interviewed for the role between 4 August 2017 and 30 June 2018 . I understand that the new employee was referred by the person named at Step 1 and did not work at Bicester Village in the previous 12 months. I accept the Referral Terms and agree to Value Retail processing this information to administer the scheme. Store Manager signature: Date:			

Bicester Village Employee Referral Scheme – Referral Terms

1. General

- A. The employee referral scheme (**Referral Scheme**) is operated by Value Retail Management (Bicester Village) Limited, company number 02884096 with registered office at Management Suite, Bicester Village, 50 Pingle Drive, Bicester, Oxfordshire, OX26 6WD, United Kingdom (**Value Retail**).
- B. The Referral Scheme operates for the period shown in the Referral Form (the **Referral Period**). Interviews must take place during the Referral Period, and referrals made outside the Referral Period will not qualify for Rewards.

2. Definitions and Interpretation

In these Referral Terms, the following definitions apply:

Eligible Employer means any of: (i) the companies operating, from time to time, the boutiques, eateries or restaurants at Bicester Village; ii) Value Retail; or (ii) Value Retail Plc.

Management Level Employee means all positions from supervisor upwards (supervisor, floor manager, assistant manager, Store Manager or similar) that involve people management;

Non-Management Level Employee means all positions at sales assistant level or less (sales assistant, stock assistant, cashier or similar) and not involving people management;

Referral Form means the referral form overleaf to be completed as indicated by the Referrer and the Referred, and verified by the Store Manager;

Referred means any individual who is referred by a Referrer for employment with an Eligible Employer and obtains employment with that employer, and who did not work for any Eligible Employer during the 12 months before starting work with the Eligible Employer under this Referral Scheme;

Referrer means any UK-based employee of an Eligible Employer who refers a Referred in accordance with these Referral Terms;

Reward means a £100 Bicester Village gift card (where the Referred joins as a Non-Management Level Employee) or a £300 Bicester Village gift card (where the Referred joins as a Management Level Employee) as further described in paragraph 4; and

Store Manager means the store manager of the Eligible Employer that hires the Referred (or, in the case of Value Retail or Value Retail Plc, the Referred's line manager).

3. Eligibility and Referral Scheme

- A. The Referral Scheme is open to UK-based employees of any Eligible Employer.
- B. For the Referrer to be eligible for the Reward, the following process must be followed:
 - i. Prior to the offer of employment of the Referred, the Referrer must sign and complete Step 1 of the Referral Form to confirm his or her referral of the proposed new employee to work for an Eligible Employer;
 - ii. On starting his or her employment with an Eligible Employer, the Referred must then sign the Referral Form at Step 2 to confirm his or her employment;
 - iii. Within 2 weeks of the Referred beginning employment with the Eligible Employer, the Referrer must submit the Referral Form (overleaf) to Bicester Village Reception to be signed and dated (Step 3);
 - iv. Once the Referred has been in continuous employment for at least 3 months with the Eligible Employer, the Referrer must contact Value Retail by emailing villagecareers@bicester-village.com or brandservices@bicester-village.com to claim the Reward (Step 4);
 - v. Value Retail will contact the relevant Store Manager to confirm the Referred's employment as set out in the Referral Form.
- C. On completion of stages B (i) to (v) above, the Referrer will be notified by Value Retail of his/her eligibility for the Reward and with instructions on collection of the Reward.
- D. This Referral Scheme does not apply to, and Rewards are not available for, a Store Manager or other person with responsibilities for hiring or recruitment (**Recruiter**) referring individuals to work with the same Eligible Employer for which that Store manager or Recruiter themselves works.

4. The Reward

- A. Each Referrer who makes a successful referral in accordance with these Referral Terms is eligible for:
 - i. One Bicester Village gift card worth £100 if the Referred joins as a Non-Management Level Employee; or
 - ii. One Bicester Village gift card worth £300 if the Referred joins as a Management Level Employee.
- B. A Referrer can refer up to 5 individuals under the Referral Scheme. No Reward is available for additional referrals.
- C. Gift cards are subject to further terms and conditions which will be notified to the Referrer.

5. Miscellaneous

- A. The right to benefit from the Referral Scheme is personal to the Referrer and cannot be transferred.
- B. Value Retail will not be liable to the Referrer or the Referred for any financial loss arising out of the refusal, cancellation or withdrawal of the Referral Scheme and/or Reward, or any failure or inability of the Referrer to take advantage of this Referral Scheme and/or Reward.
- C. The Referrer's participation indicates his or her agreement to these Referral Terms.
- D. Value Retail reserves the right to amend, withdraw or cancel the Referral Scheme and/or Reward for any reason, at any time, without giving prior notice.
- E. Value Retail reserves the right to amend these Referral Terms at any time without prior notice.
- F. The Referrer, Referred and Store Manager agree to act honestly and in good faith and not to provide false or misleading information regarding referrals. Value Retail reserves the right to disqualify any person from the Referral Scheme who breaches these Referral Terms.
- G. By participating in this Referral Scheme and by signing the Referral Form, the Referrer, Referred and Store Manager each acknowledge and agree to Value Retail using and storing his or her information to administer the Referral Scheme. All information provided by Referrers, Referreds and Store Managers in connection with the Referral Scheme will be stored in accordance with the Bicester Village privacy policy, which can be viewed at <https://www.bicester-village.com/en/footer/legal/privacy-policy/>. Alternatively, please contact Value Retail at Management Suite, 50 Pingle Drive, Bicester, Oxfordshire, OX26 6WD, +44 (0) 1869 323200, legal@BicesterVillage.com for further details.
- H. If any of the Referrer, Referred or Store Manager wishes to withdraw consent to the use and storage of his or her information, he or she must notify Value Retail and Value will stop this use and withdraw the relevant person from the Referral Scheme.
- I. These Referral Terms are governed by English Law, and any dispute about them is subject to the jurisdiction of the English courts.