



**Referral Scheme  
Terms and Conditions**

## Internal Referral Scheme Terms and Conditions

1. The promoter of the scheme is Hera Management Services Ltd ("Hera"), registered office at Pilgrim House, High Street, Billericay, Essex CM12 9XY.
2. There is no entry fee and no purchase necessary to join the "Referral Scheme". The scheme is on a referral only basis with a voucher to the value of £50.00 due to the Employee where referrals received result in Hera gaining confirmed business instruction as detailed below.
3. To be eligible for the "Referral Scheme", the Employee must complete the online Referral form in full and have completed all formalities required.
4. By confirming acceptance of the Terms and Conditions of the "Referral Scheme" the Employee is confirming that:
  - a. Consent of the referred party has been gained and no breach of Data Protection Act has taken place in providing personal details to Hera.
  - b. No undue pressure has been put on the party being referred to allow disclosure of their details.
  - c. No payment in money or in kind has been made to induce the referred party to agree to the referral or their details being disclosed.
  - d. The referred party may be asked to confirm it/he/she has not suffered undue pressure or received an inducement to agree to the referral.
  - e. There is no prior relationship between Hera and the party referred, including where an individual or company may operate under different trading names.
  - f. No voucher is due to the Referee until such time that a signed management agreement for block or estate management services is received by Hera or commencement of the first fully managed tenancy arranged by Hera for the referred party, with a minimum 12 month commitment to the management service, in the case of private lettings.
  - g. Only one category of referral can be applied to each referral.
  - h. Block and Estate Management referrals will only be considered where the development consists of 10 units or more.
  - i. Maximum number of referrals by any one Referee which will receive vouchers in any one calendar year is 20.
  - j. For the purpose of the above, family members of the Employee are regarded as if they were the Employee.
  - k. The referred party must be signed up within 180 days of the referral being submitted to Hera.
  - l. The reward is in the form of vouchers only, with no cash alternative. The vouchers are non-transferrable.
  - m. Only one person may receive a reward voucher for any one referral to an individual, company or development including where they may operate under different trading names.
  - n. In the event of two or more referrals of the same party, the first referral registered with Hera will be eligible for the reward voucher.
  - o. The Internal Referral scheme is open to all employees of the Swan Group.

- p. Hera will not be responsible for any tax implications arising on the referring Employee. All Employees are advised to seek their own advice on the tax implications of receipt of the voucher.
- 5. In the event of any disputes the decision of the Managing Director of Hera is final.
- 6. Hera reserves the right to cancel or amend the “Referral Scheme” and these terms and conditions without notice.