REFERRAL POLICY – V. 2023-07-25

We want to reward our external partners, mainly freelancers, who are able to refer qualified independent consultants to Brainbridge for assignments that Brainbridge can offer them.
In this policy, we want to clearly define if and when a referral gives the introducer, the referrer a right to a compensation when a referral results in an assignment between the introduced party and Brainbridge.

When is a referral registered on your behalf?

1. You register the introduction, the referral by sending an e-mail to recruitment@brainbridge.be; this can only be done when you have a relation with the party you want to introduce, and we may presume you have the person's consent to pass on his or her data.
2. It concerns an independent consultant, freelancer or service provider ("the introduced party"), who accepts the referral.
3. Brainbridge does not indicate after receival (within 10 business days) that contacts have already occurred with the introduced party during the last three months or that the introduced party has been registered already by a third party or that the introduced party has already presented itself or executed an assignment with Brainbridge in the last three months.

How do we proceed after a referral

1. Brainbridge will connect with the introduced party for additional details and check the eligibility/validity of the referral (within 10 business days).
2. Brainbridge will request confirmation that it can register the personal data of the introduced party and that the referral is accepted.
3. If valid, the referral is registered in our database with a right to the referral compensation for you during a period of three months. This is confirmed to you.

When does a referral allow you to claim the referral compensation?

1. Brainbridge confirms the referral as valid. The referral stays in force and valid during three months on your behalf.
2. Brainbridge is able to conclude an assignment directly, thus without other intermediary, with the introduced party within this period.
3. You will be informed of such an assignment.

What is the amount of the referral compensation?

1. The referral compensation amounts to a maximum of 1500 euro. This means 500 euro per quarter that the introduced party delivered services for Brainbridge, with a maximum of 3 quarters.
2. You will be informed, when, within a three month period, we are able to conclude a first assignment with the introduced party registered on your account.
3. The payment of the referral compensation will be made on a quarterly basis and only after the consultant has completed 12 weeks, services per quarter. You will be able to send your invoice at the start of the next quarter date following the completion of the 12 weeks of service.

When can't you claim the referral compensation?

1. When a situation of conflict of interest arises (where you are also the client of Brainbridge, you have an interest in the introduced party, …)
2. When Brainbridge is upon request of a client only charged with contract-management (and the introduced party is referred to by a client after a referral)
3. When the introduced party does not accept your referral or contests the use of his personal data by you or Brainbridge, in which case the data are deleted.
4. When the introduced party was already known or introduced to Brainbridge in the last three months before your referral (cfr. point 1).
5. When you are not able to formally en correctly invoice the referral compensation.

Changes to the referral policy and conditions

1. Brainbridge can review, update and change the terms and conditions of its referral policy. This will be indicated on the website and will be valid for all new referrals. Brainbridge will always respect the terms and conditions that are applicable at the time of the concerned valid referral.

Brainbridge Referral Policy is governed by Belgian Law. All disputes with regard to the Referral Policy will be submitted to the Antwerp Courts that have jurisdiction.