
Peerpoint Global Referral Policy.

As you know, at Peerpoint, we look to grow our panel of consultants with talented people, just like you. The main source of consultants joining us is through successful referrals! We are so proud that you trust us with your networks of friends, colleagues, ex-colleagues, acquaintances and family. We recognise the value of these connections and the opportunities they present in attracting talented individuals to our business.

That's why we would like to remind you of our Peerpoint Referral Scheme. We offer a payment for successful referrals to Peerpoint (the payment is subject to the processes for the specific region). We're keen to hear predominantly from lawyers and attorneys from other top-tier law firms and those with blue chip client experience who are interested in a legal consulting career. In some jurisdictions we may also be keen to be introduced to individuals who are not lawyers or attorneys, but who have skills that are complementary to legal, gained from similarly reputable experience.

Client demand varies by location and you can find out more about the areas in which we are looking to grow our panel [here](#).

The following provides information about how to refer suitable individuals to Peerpoint, the referral payment mechanism, the referral scheme and the areas in which we are recruiting.

Peerpoint referral scheme

Introducing someone to Peerpoint couldn't be simpler. All you have to do is email your candidate and copy in the relevant region contact:

UK.recruitment@peerpoint.com (UK) | mary.hudson@allenoverly.com (US) |

peerpoint.talent.australia@allenoverly.com (Australia) | Peerpoint.talent.asia@allenoverly.com (Asia) |

uae.recruitment@peerpoint.com (UAE).

Definition of a referral

For the purposes of this policy, a referral is defined as an Allen & Overy employee, Allen & Overy alumni or Peerpoint consultant/lawyer (the "referrer") actively initiating the process of application of a candidate not already known to Peerpoint. As a minimum, this would mean that a dialogue should have taken place between the referrer and the candidate regarding potential opportunities with Peerpoint. In making a referral, the referrer must feel comfortable in representing the candidate as a potential Peerpoint consultant/lawyer. The candidate must confirm the name of their referrer at the point of application.

Referral payment

1. The referrer will receive a payment (the "referral payment") for the successful referral of a Peerpoint consultant/lawyer as set out in points 2 – 4 below.
2. The referral payment will be paid for the referral of Peerpoint consultants/lawyers who have completed a minimum of 250 hours of work as a Peerpoint consultant/lawyer within a 12 month period (the "minimum hour threshold").
3. The referral payment will be paid after the Peerpoint consultant/lawyer completes the minimum hour threshold.
4. The amount of the referral payment and details of the payment mechanisms are set out in the Schedule below and are determined by the Peerpoint region which makes a successful offer to the consultant/lawyer.

Schedule: Payment Mechanisms

The payments made will be the gross amount, without any withholdings, and individuals are responsible for ensuring that the correct level of tax etc is paid to the relevant authorities, and any related reporting is completed, by the applicable deadlines.

Allen & Overy employees will be paid the referral payment through the next available payroll.

Allen & Overy alumni will be paid the referral payment by bank transfer.

In regions where Peerpoint consultants/lawyers invoice Peerpoint for providing services and certain expenses, they will invoice Peerpoint for providing the referral. In other regions, the Peerpoint consultant/lawyer will be paid in accordance with the standard process for expense payments in that specific region.

Where a Peerpoint consultant/lawyer has: left their engagement with Peerpoint; terminated their assignment with Peerpoint; or where a Personal Services Company (PSC) is not set up as yet in the locations the engagement model requires a PSC, then the referral payment may be made via bank transfer directly, subject to the consultant/lawyer signing a declaration letter.

Amounts per location

UK	UAE	U.S.	Australia	Singapore	Hong Kong
GBP6,000	AED30,000	USD6,000	AUD5,000	SGD6,000	HKD30,000

Eligibility

1. All Allen & Overy employees are eligible for a referral payment under this policy except:
 - a) any employee who is involved in, or is in a position to influence, the selection process for the candidate;
 - b) any employee who, in making a referral, is in breach of any contractual obligation to a third party (for instance, if their contract of employment with a former employer currently prevents them from "poaching" a former colleague); or
 - c) any employee within Human Resources.
2. All Allen & Overy alumni and Peerpoint consultants/lawyers are eligible for a referral payment under this policy.
3. No payments will be made in respect of the referral of:
 - a) any candidates who have previously worked for any Allen & Overy office in the last 12 months (including permanent and fixed term employees, self-employed consultants, agency temps and agency contractors);
 - b) individuals currently employed within any Allen & Overy office;
 - c) trainee solicitors or graduates;
 - d) candidates who have applied to Peerpoint prior to the referral; or
 - e) candidates who apply through agencies.
4. A&O Partners are not eligible for a referral payment under this policy.

Please note that this policy is not contractual and we reserve the right to review, amend or withdraw it at any time.

FAQs

Are there any prerequisites to a lawyer becoming a member of the Peerpoint panel?

We are looking for high quality lawyers with at least two years' post-qualification experience gained within a top tier law firm or a practice which is tier one rated for the area in which they specialise. As well as strong technical abilities we are also looking for talented lawyers who are highly motivated, self-sufficient, possess commercial acumen and who have an entrepreneurial drive and are committed to pursuing a career as an interim legal consultant/lawyer.

Can I refer non-lawyers to Peerpoint?

In some jurisdictions we may also, from time to time, be looking for high quality individuals with skillsets that are complimentary to legal skills. In these circumstances the individuals would need at least two years' experience gained within a reputable business in the area in which they specialise. As well as strong technical abilities we are also looking for talented individuals who are highly motivated, self-sufficient, possess commercial acumen and who have an entrepreneurial drive and are committed to pursuing a career as an interim consultant.

What type of individual should I consider introducing to Peerpoint?

Technically strong individuals who are looking to explore options outside of the traditional employed model.

Other criteria include:

- Those who meet the prerequisites listed in the FAQs.
- For lawyers, ideally some in-house/secondment experience
- At least two years' post-qualification experience at a law firm ranked as top tier for their area of expertise
- They must have a right to work in the jurisdiction in which they wish to work as a Peerpoint consultant/lawyer (Peerpoint cannot sponsor visas other than in the UAE). Peerpoint currently operates in the UK, Australia, Singapore, the U.S., UAE and Hong Kong.
- Experienced within an area of demand for Peerpoint. Client demand varies by location and you can find out more about the areas in which we are looking to grow our panel [here](#).
- Ideally able to have sufficient availability to meet client demands. Our clients often request this, and therefore there are more opportunities generally available for consultants to work four to five days per week. However, we can discuss, and will do our best to accommodate, other working patterns where possible.

Peerpoint will generally bring people onto our panel if we feel confident that we would see a sufficient volume of suitable roles for them that includes any preferred working patterns.

Can I get an update on the status of my contact's application?

During the assessment process, the Peerpoint team will not be able to update you on the status of your contact's application to maintain privacy. The Peerpoint team will keep the candidate updated directly.

Can I just send my contact's CV/resume instead of getting them to apply online?

In order to be eligible for a referral payment your referral must be made through the Peerpoint team. This can be done by:

- a) your contact completing an online application to Peerpoint (vacancies can be viewed [here](#)), including your name as referrer in the relevant field on the application form and submitting this along with their CV/resume directly to Peerpoint;
- b) you directly introducing your contact to the Peerpoint team by email and the candidate confirming at the point of application that you are their referrer; or
- c) the candidate contacting the Peerpoint team directly and confirming at the point of application that you are their referrer.

I want to refer someone that used to work at Allen & Overy. Am I still eligible for a referral payment?

Yes, provided the person you have referred has not been working (whether as a permanent or fixed term employee, self-employed consultant, agency temp or agency contractor) at Allen & Overy in the last 12 months (including all Allen & Overy offices globally), and that they are not already known to Peerpoint.

Is there a limit to the number of referrals I can make?

No, there is no limit to the number of referred candidates that can be recommended. All successful referrals will result in full payment regardless of the number of successful introductions in any one year.