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| Member Details: | |
| Collar Number/Staff Number: | |
| Work Email Address: | |
| Department/Station: | |
| Signed: | Date: |
| **Please complete below the details of the Staff Colleague you have recommended** | |
| Staff Name: | |
| Staff Number: | |
| Work Email Address: | |
| Department/Station: | |

Please forward completed form to: [Office@lincs.polfed.org](mailto:Office@lincs.polfed.org)

**Terms and Conditions for Staff Referral Incentive Scheme**

**Overview**

To encourage our Officers and Police Staff to recommend our group insurance scheme to their colleagues, we are pleased to introduce a referral incentive. Officers or staff will receive a £25 Amazon voucher for each successful recommendation, subject to the following terms and conditions.

**Eligibility**

1. **Referrer Eligibility**: All current Officers and staff members of Lincolnshire Police are eligible to participate in this incentive scheme.
2. **Referred Member Eligibility**: The referred member must be a current Officer or Staff member who is not already enrolled in the group insurance scheme.

**Referral Process**

1. **Referral Submission**: Referrals must be notified using the “Recommend a Staff Colleague” form via email to the Federation Office at [office@lincs.polfed.org](mailto:office@lincs.polfed.org)
2. **Acknowledgment**: Upon submission of the referral form, the referrer will receive an acknowledgment email.

**Qualification for the Incentive**

1. **Subscription Requirement**: The referred member must successfully enroll in the group insurance scheme and must have paid at least one month’s subscription.
2. **Verification**: The eligibility of the referral will be verified after the first month's payment is confirmed.

**Incentive Details**

1. **Voucher Issuance**: A £25 Amazon voucher will be issued to the referrer within 30 days of verification that the referred member has paid their first month’s subscription.
2. **Limitations**: There is no maximum limit to the number of referrals that can be made by one person.
3. **Non-Transferable**: The Amazon voucher is non-transferable and cannot be exchanged for cash.

**General Conditions**

1. **Scheme Duration**: This incentive scheme will run at the discretion of the GIS Trustees and can be concluded at any time.
2. **Modifications**: The Group Insurance Trustees reserves the right to modify or terminate this incentive scheme at any time without prior notice.
3. **Disputes**: Any disputes arising from this scheme will be resolved at the sole discretion of The Group Insurance Trustees.

**Miscellaneous**

1. **Data Privacy**: Any personal data collected for the purpose of this scheme will be handled in accordance with Lincolnshire Police Federation privacy policy.
2. **Fair Use**: Referrers must act in good faith and not misuse the incentive scheme. Any suspected abuse may result in disqualification from the scheme.
3. **Contact Information**: For any questions or concerns regarding this scheme, please contact Lincolnshire Police Federation email [office@lincs.polfed.org](mailto:office@lincs.polfed.org)