



# Staff Refer a Friend Holiday Prize Draw

## Terms & Conditions

June 2024-December 2024

### Introduction

By participating in the prize draw you are agreeing to these terms and conditions. The prize draw is being run by Polaris Community [operating under Nutrius Central Services].

*Referrer- the member of staff making the referral*

*Referred- person being referred for employment*

### Eligibility to Enter

- The prize draw is eligible to permanent members of staff who work for Polaris Community and its associated services who make an employee referral via our Refer A Friend employee scheme between May 2024 and December 2024 **which** result in a successful appointment\*.
- Referrers **must** complete this 'Refer A Friend' form at the same time as the person being referred submits their job application - <https://bit.ly/StaffReferAFriend>
- Current Refer a Friend terms and conditions for employee referrals, including payments and the associated conditions are unaffected by this prize draw.
- Those who are successfully referred must have begun employment with Polaris Community by March 2025 in order for the referrer to be included in the Prize Draw.
- Referrers **must** tick the 'Holiday Prize Draw' opt in box on the 'Refer A Friend'



form to be entered.

- By entering the prize draw, you confirm that you are eligible to do so and that you are eligible to receive any prize that may be awarded to you.
- Any referrer that does not 'opt-in' to the prize draw at the time they complete the 'Refer A Friend' form will be excluded from the prize draw.
- Referrers must still be in permanent employment within the Polaris Community to qualify for the prize at the time the winner is announced.
- The Referrer will not be eligible for the prize draw if either the Referrer or the Referred are the subject of any disciplinary proceedings.
- Neither the Referrer or the Referred will be eligible for the prize draw if either have submitted their notice of resignation.
- There is no maximum limit to how many employee referrals an existing permanent staff member can make but only successful appointments\* will be eligible for a prize draw entry.
- Referrals for employees via telephone, SMS text or email will not be entered into the prize draw
- Any referrals received after **31<sup>st</sup> December 2024** will be excluded from the prize draw.

**\*a successful appointment is one where the referred person has been appointed to a role *and* commenced employment with Polaris Community by 10<sup>th</sup> March 2025.**

## The Prize

The winning prize will be a 3 night stay in a two bedroom lodge at [Wyndham Trenyhton Manor](#), Cornwall for two adults and up to 3 children with a welcome pack.

- The prize is subject to availability, non-transferable and no cash alternative is offered.
- The prize must be taken during 2025.
- Bookings must be made via [Reservations@WyndhamTrenyhton.com](mailto:Reservations@WyndhamTrenyhton.com)



- Not available between 24th December 2025 and 2nd January 2026 .
- £20 per dog per night maximum or 2 dogs.
- Cancellation period- 2 weeks and bookings cancelled after the two-week cut off will not be able to be rebooked.
- Payment will need to be taken if there are any additional costs from your travel or holiday extras to your booking.
- Wyndham Trenythor Manor reserves the right to change date and exclusions at any point.

The use of specific brands as prizes by Polaris Community does not imply any affiliation with or endorsement of such brands.

The prize is non-transferable and non-exchangeable, and no cash alternatives will be provided. If you are unable to use the holiday voucher, you will not be able to gift the prize to a friend or exchange it for any other prize.

Polaris Community's decision on any aspect of the prize draw is final and binding.

## Winner Announcement

The winner will be chosen at random in March 2025 and notified via the email address provided on the Refer a Friend submission form.

Polaris Community will make two attempts to contact the winner via email.

If the winner does not respond to the emails informing them of their win within 14 days of the second email, they forfeit their right to the prize, and Polaris Community reserves the right to select and notify a new winner.

If the winner is not able to redeem the prize in line with the specific prize terms and conditions stated above, Polaris Community reserves the right to select and notify a new winner.

## Delivery of the Prize

The winner will allow 14 days for the information to be emailed directly to them with details of how to redeem their prize, otherwise alternative collection or delivery arrangements can be made through mutual agreement.



## Data Protection and Publicity

You agree that any personal information that you provide when making an employee referral and entering the competition will be used by Polaris Community for the purposes of administering the prize draw and for the other purposes as specified in our Privacy Policy.

All entrants may request information on the winning participant by emailing [internal.comms@polariscommunity.co.uk](mailto:internal.comms@polariscommunity.co.uk)

If requested by Polaris Community the winner agrees to release their first name and the agency they work for to any other competition participants.

The winner's full name will be announced on Polaris Community's internal communication platform (The Exchange).

## Limitation of Liability

Polaris Community accepts no liability for any damage, loss, injury, or disappointment suffered by any entrants as a result of participating in the prize draw or being selected for a prize.

## General

Polaris Community reserves the right, at any time and without prior notice, to cancel the prize draw or amend these terms and conditions.