TRUE

POLICY 22 · WORKER POLICY

Referral Programme

How workers can recommend friends to TRUE: only people aged 16 or over who agree, one invitation, details deleted if they don't join, and no referral bonus.

True Intel Ltd, trading as TRUE · Company no. 17255261

Version 1.0 · Approved by Victoria Phillips, Director · 3 November 2026

Workers can recommend friends to TRUE, as long as the friend is 16 or over and has agreed to share their details. TRUE sends one invitation only, deletes the friend's details if they don't join, and does not pay a referral bonus.

1. Purpose and scope

1.1 This policy sets out how workers can recommend friends to join TRUE, in a way that respects the friend's privacy and keeps young people safe. It applies to every TRUE worker.

2. Who can be recommended

2.1 Workers can only recommend people aged 16 or over who meet the Eligibility and Onboarding Policy. Never recommend anyone under 16.

3. Ask first

3.1 Before recommending someone, the worker must ask them, and get their agreement, to share their name and contact details with TRUE so that TRUE can send them an invitation.

3.2 The worker confirms in the app that their friend has agreed.

4. One invitation

4.1 TRUE sends the friend one invitation only. It says who recommended them and how TRUE got their details, links to the Worker Privacy Notice, and explains how to sign up.

4.2 TRUE sends no reminders, follow-ups or other marketing to anyone who has been recommended.

5. Deletion if they don't join

5.1 If the friend doesn't sign up within 30 days, the platform deletes their details automatically. If the friend asks TRUE to delete their details before then, TRUE does it straight away.

6. No referral bonus

6.1 TRUE does not pay, reward or give prizes for referrals.

6.2 TRUE will only introduce a referral reward after taking legal advice on minimum wage, tax, advertising and data protection rules.

7. How workers recommend TRUE

7.1 Workers must:

- never pressure anyone to join;
- never share anyone's details without their agreement;
- never post invitations in group chats, or message whole classes, year groups or clubs; and
- describe TRUE accurately, without promising particular earnings.

7.2 Anyone recommended who is under 18 still needs their parent or guardian's consent to join, under the Parental Consent Policy.

8. Data protection

8.1 TRUE holds a recommended friend's details only to send the one invitation. The legal basis is legitimate interests, backed by the friend's agreement. The details are never shared, never used for anything else, and are deleted as set out in section 5.

9. Records and review

9.1 TRUE keeps a record of when each invitation was sent and deleted, without the friend's details, for 12 months.

9.2 Workers confirm digitally in the TRUE app that they have read this policy before their first assignment, and again each time before they recommend anyone. No paper signatures are used.

9.3 This policy is reviewed every year, and sooner if the law or TRUE's activities change.

Version	Approved by	Approved on	Next review
1.0	**Victoria Phillips, Director**	**3 November 2026**	**November 2027**