

# CLEMENGER GROUP

Version: October 2023

## REFERRAL PROGRAM

Talent knows talent! You play an important role in helping us find the right people, and it's your opportunity to ensure you're working with the very best people. Not only that, you could earn a reward by referring someone in your network. Referring someone who is hired earns you a reward of \$2,000 AUD or NZD (pre-tax).

### How does the Referral Program work?

Employees of any Clemenger Group company can refer a candidate to a vacant position in any of our agencies by following these steps:

1. Refer someone in your network, who is interested in an [advertised vacancy](#) - upload your referral with an up-to-date copy of their resume using the [Clemenger Group Referral Form](#).
2. You and your Referral will both receive a confirmation of the application from the Talent Acquisition Team.
3. The Referral's application will be considered as part of our fair and consistent recruitment process, to ensure we select the right person for the job.
4. The Talent Acquisition Team and Hiring Manager will keep the candidate up to date individually and will provide feedback to them directly.
5. If your Referral is successful in the role, our Talent Acquisition Team will reach out to you to confirm you are eligible for the referral reward.
6. Referral rewards will be paid at the completion of the referred candidate's probationary period, which is usually six months, and will only be paid if a completed Referral Form was submitted.

### Are all Clemenger staff eligible for a referral reward?

No. The following people can still refer someone, but will not be eligible for a referral reward:

- ◆ Management and Executive Team members
- ◆ Department Heads
- ◆ Anyone who is directly or indirectly involved in, or can influence the hiring decision
- ◆ Casual employees or Freelancers
- ◆ If you are no longer an employee of Clemenger or have resigned at the time the referral payment is due to be paid
- ◆ Members of the Talent Acquisition and People & Culture team

### Are there any other situations that would preclude eligibility for a referral reward?

Yes. In the following circumstances referral rewards will not be paid:

- ◆ If the Referral is currently working or has previously worked in the last 12 months at a Clemenger Group company
- ◆ If the Referral has been sourced by a recruitment agency
- ◆ If the Referral has already applied for the position through other channels
- ◆ If the Referral has already been referred by another employee
- ◆ If you do not follow all the steps in the Referral process

### How many referrals can I make?

As many as you like. Just make sure to refer candidates with skills and experience to match the position you are referring them for.

### Got some more questions?

Speak to someone in our People & Culture or Talent Acquisition teams.