

CLEMENGER GROUP, STAFF REFERRAL PROGRAM.

EMPLOYEE PARTICIPATION POLICY

July, 2018, updated August 2021

Why do we have an Employee Referral Program?

The Employee Referral Program recognises that our employees can play an important role in the recruitment process.

It stands to reason that current employees have a good understanding of Clemenger's work environment, objectives and behaviours. And history tells us that new employees referred into a company by current employees have an easier time fitting in, stay longer in the position and know what to expect from the company before joining.

Why would I get involved in this program?

First and foremost, we hope that you would want to help us find the best people. But over and above this, referring someone to us who we go on to employ is a simple and easy way for you to earn \$2,000 (pre-tax).

How does the employee referral program work?

Employees of any Clemenger Group company can refer a candidate to a vacant position in their own company - or to another Clemenger Group company - and thereby become eligible for a \$2000 incentive payment by following these steps:

- Identify an advertised vacancy (<https://careers.cle.ms>) that you consider a match for someone you know (your Referral).
- Provide your Referral with information about the company and the vacancy (if the Position Description is available, this is the best way for the potential Referral to assess their eligibility and interest in the role).
- Obtain the Referral's permission to be submitted for the specific vacancy.
- Obtain an up-to-date copy of the Referral's resume.
- Complete the Employee Referral Form by clicking on the 'Staff Referral' tab on the Clemenger Careers section of the Clemenger Group website. ([link here](#)).
- The Referrer and Referral will receive a response from the Talent Acquisition Team confirming receipt of submission of the application.
- The Referral's application will be considered for the vacancy and processed in accordance with normal procedures.
- The Talent Acquisition Team member recruiting the role will advise the Referrer if they are eligible for an incentive payment after the recruitment process, via email.

Can I recommend someone for a role in another Clemenger Company and still be eligible for the incentive payment?

Yes. In most cases Referrals are made for a role in the company you are working with, which is logical. However, if you successfully refer someone to a role at another Clemenger company, that company will pay you the incentive fee.

Are all Clemenger staff eligible for an incentive payment?

No. The following people can still refer a potential employee, but will not be eligible for an incentive payment:

- Management and Executive Team members
- Department Heads
- Anyone who is directly or indirectly involved in, or can influence the recruitment process or hiring decision (e.g. the hiring manager)
- If you are no longer an employee of Clemenger or have signed at the time the Reward is due to be paid
- Casual employees or Freelancers
- Members of the Talent Acquisition team

Are there any other situations that would preclude eligibility for an incentive payment?

Yes. In the following circumstances incentive payments will not be paid:

- If the Referral is currently working at a Clemenger Group company
- If the Referral has previously worked at a Clemenger Group company
- If the Referral is currently working at a Clemenger Group company on a freelance basis or short-term contract
- If you do not follow all the steps in the Referral Process

Does the candidate I refer go through the same process as everyone else?

Yes. It is important that all our candidates go through a valid, fair and consistent process to ensure we select the right person for the job regardless of where the application came from.

Can I check up on the progress that my referral is making?

No. This is a breach of their privacy. The Talent Acquisition Team and Hiring Manager will keep the candidate up to date individually, and will provide feedback to them directly. They will be treated like any other candidate that is being considered for the vacancy.

When am I entitled to receive my referral reward payment?

Referral rewards will be paid at the completion of the referred candidate's probationary period (which is usually six months). Rewards will be paid directly into your bank account via Payroll. Referral rewards are subject to relevant taxation and superannuation provisions.

How many referrals can I make?

As many as you like. Just make sure when you are briefing and subsequently referring the candidate that their skills and experience are aligned with the core competencies of the position you are referring them for. This will ensure they have the best chance possible of being successful.

What happens if I told someone about the role but I forgot to submit the Employee Referral form?

Sorry, but the incentive payment will not be paid unless the application was submitted with a completed employee referral form.