

Employee Referral Program

Fact Sheet



The Employee Referral program is available to Australian based employees working within Australia across each ISG to refer suitably qualified candidates to our critical roles.

This Fact Sheet provides leaders and participants with an overview of the Employee Referral Program and the conditions in which the program operates.

Introduction

The Employee Referral Program (ERP) is designed to help source suitable and highly skilled candidates for our hard-to-fill positions, build diversity, reduce costs per hire, decrease turnover and drive engagement of high quality, long term skilled employees into the Perenti group of companies.

This program will be open to all the Australian businesses within the Perenti group of companies. The positions available for referral are considered critical roles which are defined as high volume, highly skilled or hard to fill positions. These positions will be subject to change and in response to current employment market pressures.

To encourage employees to refer new/unknown talent for critical roles within the Company, the referring employee will receive a monetary reward of \$3,000 (less applicable taxes and inclusive of Super), after their qualified referred candidate is employed and subsequently commences.

Employees must submit their candidates resume through the Perenti [Referral Portal](#). A list of eligible role vacancies that we are seeking candidates for can also be found on the [Referral Portal](#). Upon successful submission the Recruitment team will assess the eligibility of the referral and communicate back with the employee as well as contact the candidate directly to discuss their suitability to a role within the business.

The company reserves the right to vary or cease the operation of the Employee Referral program at any time without prior notice. **The Company also reserves the right to determine whether the referred candidate qualifies the employee for a referral bonus.**

To ensure the critical roles are up to date, the referral portal will be reviewed and updated every quarter.

Eligibility - Employees

Employees who are eligible for the Employee Referral Program are those who are:

- Currently directly employed by one of the Australian Perenti Group of companies.
- Employees needs to be employed by the company when the referred candidate commences employment.

- Employees at a Supervisor/Shift boss level and below. Employees who are not eligible for the Employee Referral Program are those who are:
 - At a Superintendent level and above.
 - Working in HR and/or Recruitment.

Eligibility – Referred Candidates

Candidates who are eligible to be referred should:

- Have had a discussion about the employee referring about the Company.
- Be willing to have their resume put forward by the employee.
- Be suitably qualified for the role they are being referred for.
- Be eligible to work in Australia.
- Be willing to undertake and pass all pre-employment recruitment checks including a medical.
- Not have applied for or been active against a Perenti Group of companies' vacancies in the last 6 months.

Referral Process

Eligible roles will be communicated with employees via email, toolbox meetings and via group communications where a link to the [Referral Portal](#) will be available.

All employees are encouraged to discuss opportunities with their networks, and when interested, request their up to date resume and submit the referral through the [Referral Portal](#) or, for Barmenco employees, they can also complete the paper based form and emailing it along with the resume to Referral@Perentigroup.com.

A validation step will occur where the referred candidate is assessed against the eligibility criteria. Once confirmed the employee will receive confirmation of this via email.

Should the referred candidate be successful through the recruitment process. The referrer (employee) will receive the reward (\$3,000 inclusive of tax and super) in the first pay period after the referred candidate commences employment.

Please consult Recruitment for any clarification Referral@Perentigroup.com

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Additional incentive

To support the launch and encourage employees to act we are giving away a prizes. To get a ticket into the draw for some great prizes, simply **refer** a suitably qualified candidate to one of our critical roles and you will get a ticket in the draw. Should your referred candidate be employed, they will also get a ticket in the draw. Multiple referrals = multiple tickets.

Once employed, your referred candidate can also refer others and receive both a payment as well as a ticket into the draw.

The prizes will be drawn on 100th , 200th and 300th Successfully referred candidate.