

Ausdrill Referral Program

The Employee Referral program is available to Australian based employees working within the Ausdrill Australian business. These employees can, and are encouraged, to refer suitably qualified candidates to our critical roles (as updated time to time, depending on operational requirements).

This fact sheet provides leaders and participants with an overview of the Employee Referral Program and the conditions 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 employees of the Ausdrill 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 and amounts paid will be subject to change and in response to current employment market pressures. This program can be closed or cancelled at any time.

To encourage employees to refer new/unknown talent for critical roles within the Company, the referring employee will receive a monetary reward. Half the amount will be paid on their referral candidate's commencement, and half will be paid once their referral candidate has been employed and successfully completes their 3-month probation in employment as per the table below:

Referral – all site-based trades roles	\$3000.00*
Referral for Supercharged Roles – Drill Fitters	\$7,500.00*

***less applicable taxes and inclusive of Superannuation**

Employees must submit their candidates resume through the Ausdrill [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, within 72 hours of the referral being received.

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 on a constant basis.

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 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 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 pre-employment recruitment checks including a medical.
- Not have applied for or been active against a Perenti Group of companies' vacancies in the last 3 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](#). 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 (as per the monetary reward table) in the first pay period after the referred candidate commences employment. The referral fee is paid in two parts – 50% upon commencement and 50% upon completion of probation. The second payment will not be paid if the candidate leaves before completion of probation.

Please consult Recruitment for any clarification on this program by emailing referrals@perentigroup.com.