

EMPLOYEE REFERRAL PROGRAM



Policy Name: Employee Referral Program
Implementation: Group
Policy Number: 1-001-001-Pg001-21
Date: 23 April 2021

WHO THIS PROGRAM APPLIES TO: Current employees of Australian Country Choice ("ACC") Group who do not have, as a normal part of their position requirements, the responsibility to fill a position or influence a selection decision.

PURPOSE: When required, ACC will nominate positions/sections/departments and the duration of when this program will apply for the purposes of filling positions within the business that may be impacted by skill shortages, increased demand etc. This policy outlines the eligibility requirements and the process for making and assessing referrals.

1. EXCLUSIONS

Employees who are not eligible are Executive Managers, Managers, Hiring Managers and People & Culture staff as ACC considers it to be a normal part of their roles to identify and refer suitable candidates. Employees who participate in the hiring process of a referral candidate are also not eligible to receive incentives.

2. CONDITIONS APPLYING TO INCENTIVES

A referral online shopping voucher to the nominated value will be rewarded to those employees whose referral candidates:

- (a) are submitted against a nominated vacant position(s);
- (b) accept an offer employment and commence employment with ACC; and
- (c) successfully complete their probationary period (ie, 6 months)

Referred candidates will be evaluated under the provisions and intent of this program and People & Culture determine referral payment eligibility.

Where a candidate is referred from more than one source, the date of receipt of submission to People & Culture will determine the primary source who will be deemed to be eligible for the Program.

Parties already known to the company, including but not limited to contractors, customers, suppliers or previous employees, will not be considered eligible employee referrals.

3. REFERRING A CANDIDATE

Employees can refer multiple candidates.

The process is as follows:

- (a) ACC Employee refers the candidate to submit an online application at ACC's career's page (<https://www.acbbeef.net.au/our-people/current-opportunities/>) and answer the relevant questions, including the name of the referring employee and their relationship.
- (b) Only applications submitted online with the referring employee's name included in their initial application will be eligible to be considered as an employee referral.

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- (c) ACC employee should also email recruitment (recruitment@accbeef.net.au) advising that they are referring the candidate against eligible position(s) for the Employee Referral Program.
- (d) People & Culture will contact candidates that are deemed suitable for that position and facilitate usual recruitment and selection processes, including relevant pre-employment checks.
- (e) Referred candidates are not guaranteed employment or given preference and successful candidates will be selected based on their ability to successfully fulfil the position as demonstrated during the recruitment process.
- (f) Other candidates will be advised that they are unsuccessful.

4. REWARD / INCENTIVE:

The standard reward / incentive is a \$250 online shopping voucher.

People & Culture, in consultation with Chief Operating Officer will authorise the issue of the voucher based on whether the conditions of this policy are met. A record will be retained on the employee's file confirming the issue of the voucher.

Rewards / incentives are only issued if the referring employee remains employed by ACC at the time the referred candidate successfully completes their 6 months probation period.

The referring employee will not be eligible to receive the incentive if their employment be terminated due to performance or misconduct prior to the completion of the referred employee's probation period.

5. FURTHER INFORMATION:

The Program may cease at any time.

Queries regarding this policy should be referred to People & Culture.

6. POLICY AMENDMENT

This Program cannot be amended or otherwise altered without approval of the Chief Executive Officer.

It will be reviewed periodically to ensure that it remains effective and meets current legal requirements, industry standards and the needs of ACC Group.

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DOCUMENT CONTROL

Document Owner People & Culture

Signed:



Anthony Lee - CEO

23 April 2021

Date

Version No.	Issue Date	Reason for Change
1.0	March 2021	New Program