



# BTP Referral Program

The Employee Referral Program is available to Australian based employees working within the BTP Group 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 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 BTP Australian businesses within the Perenti group of companies. The positions available for referral are split into two categories, 1) trade roles, and 2) non-trade and salary roles. 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 (referrer) to refer new/unknown talent for roles within the Company, the referrer and candidate will both receive payment on successful completion of the candidate's 6 month probation. The below table supports the amount for eligible individuals:

	Referrer Amount*	Candidate Amount*
Trade roles: <ul style="list-style-type: none"><li>• HD Mechanic (e.g., plant, component, field service, site)</li><li>• Hydraulic Mechanic Fitter</li><li>• Machinist</li><li>• Boilermaker</li><li>• Welder</li><li>• Auto Electrician</li><li>• Spraypainter</li></ul>	\$4,000	\$4,000
Non-Trade and Salary roles: <ul style="list-style-type: none"><li>• Trades Assistant</li><li>• LV Upgrades</li><li>• All store department roles</li><li>• All salary roles</li></ul>	\$2,000	\$2,000

\*Please note the payment amount is a gross payment. You will receive a reduced amount depending on your circumstances (i.e., tax bracket and superannuation contribution).

Leading Hand roles will be eligible to the applicable trade or non-trade role. Apprentice vacancies are unfortunately not eligible for a referral bonus. For clarity Apprentices can participate in this program.

Employees must submit their candidates resume through the BTP [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 ERP 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 eligible roles are up-to-date, the referral portal will be reviewed on a constant basis.



## ELIGIBILITY – EMPLOYEES

Employees who are eligible for the ERP 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 ERP are those who are:
  - At a Manager 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.

Please consult Recruitment for any clarification on this program by emailing [referrals@perentigroup.com](mailto:referrals@perentigroup.com).

## REFERRAL PROCESS REVIEW

This program will be reviewed at 30 October 2022 which may result in the cessation of this program.