

The Employee Referral Program (ERP) 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 Trade, Non-Trade, and salary roles (as updated time to time, depending on operational requirements).

This Q&A provides leaders and participants with an overview of the ERP and the conditions the conditions in which the program operates.

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## **Q1 WHY ARE MANAGER LEVEL AND ABOVE, HR AND RECRUITMENT NOT ELIGIBLE TO RECEIVE A REFERRAL BONUS?**

Senior leaders, HR and recruitment have an inherent responsibility to attract and retain employees into the business and therefore it is essentially already a part of their job. As these cohorts also often make decisions in employment, there is a conflict of interest and therefore they are not eligible to participate. They of course can (and should) continue to refer candidates.

## **Q2 WHAT MAKES A CANDIDATE SUITABLE TO BE REFERRED?**

The Company is seeking assistance from employees to help us fill roles across the business. The role types are reviewed regularly and published on the [Referral Portal](#). If you know people who are suitably qualified for any of the roles, ask them to provide you with their up-to-date resume and lodge the application through the Referral Portal. The recruitment team will then review and should they deem them suitable, progress them through to the next stage of the recruitment process.

## **Q3 I'M A NEW STARTER, AM I ELIGIBLE TO PARTICIPATE?**

Yes! We encourage all employees to get involved, especially our new starters.

## **Q4 I'M A CONTRACTOR OR CASUAL, CAN I REFER PEOPLE AND GET PAID?**

This is only open to direct and permanent employees of BTP Group.

## **Q5 CAN I REFER AN EXISTING CONTRACTOR OR CASUAL?**

No, as they are already known to us.

## **Q6 WHAT CAN CAUSE THE REFERRED CANDIDATE TO BE INELIGIBLE?**

We are seeking candidates that are not already known to us and therefore if a candidate has applied, or actively involved in any part of the recruitment process within the last 3 months, they are deemed ineligible.

## **Q7 CAN I REFER AN EX-EMPLOYEE?**

Yes, at the businesses discretion to determine suitability, and they must have exited more than 6 months ago.

## **Q8 WHAT HAPPENS ONCE I SUBMIT MY REFERRAL?**

The recruitment team will be reviewing the referral portal daily, candidates should expect to be contacted by a team member within 72 hours of their application. Based on the conversation and both parties agreeing to progress, they will advance through the recruitment process (all standard medical and probity checks apply). They will then be flagged with your name against them in our system. You will be notified via email as to whether they have been accepted as an eligible referral. It's then a matter of waiting for the recruitment process to be completed.

## **Q9 WHAT DO I HAVE TO DO TO GET MY PAYMENT?**

Be employed by BTP Group and successfully submit an eligible candidate – and that's it! We are asking that you have a conversation with those people in your network that may be suitably qualified and have personal qualities that align to our **Principles**. Should they be interested in a job within BTP Group you just need to submit their resume through the application form or [Referral Portal](#) - then, simply wait for the recruitment process to run its course.



Once validated that you are still employed by the Company and your referral/s is hired and commence employment you will automatically get paid in the next pay cycle.

**Q10 IS THERE A LIMIT ON HOW MANY PEOPLE I CAN REFER?**

No there is not a limit, however we would remind you that we are only seeking suitably qualified candidates for the identified referral roles only.

**Q11 DOES THE REFERRED CANDIDATE STAY CONNECTED TO ME AS A REFERRAL FOREVER?**

A candidate will remain attached to the person that referred them for 9 months. This means that if you refer a candidate on the 1st March, they need to be employed and commenced before the 1st December. If the candidate is placed after the 9 months, there is no referral payment made.

**Q12 HOW MUCH DO I GET PAID?**

The referrer (employee) and candidate will receive the below amounts, inclusive of tax and superannuation. For each successfully placed referral the referrer and candidate will both receive payment on successful completion of the candidate's 6 month probation. The table below 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 roles are unfortunately not eligible for a referral bonus.

**Q13 WHAT HAPPENS IF I HAD REFERRED A CANDIDATE AND ANOTHER EMPLOYEE HAD REFERRED THE SAME CANDIDATE?**

There can only be one employee referral per candidate. Should there be 2 referrals for the same candidate, then the first application will be honoured (first in, best dressed). Thus - more incentive to talk to your network before someone else does!

**Q14 WHY IS THERE A REVIEW DATE?**

BTP would like to continually review the ERP to ensure its effectiveness. Employees can submit feedback about the program to their Recruitment or HR Representative via [referrals@perentigroup.com](mailto:referrals@perentigroup.com). BTP also reserves the right to vary or cease the operation of the ERP if it no longer serves or meets the requirements of the business.

**Q15 WHO DO I SPEAK TO IF I HAVE ANY ISSUES OR FURTHER QUERIES?**

You can contact the recruitment team via [referrals@perentigroup.com](mailto:referrals@perentigroup.com).

Employees without access to the Company Intranet can submit candidates via the [Referral Portal](#).