

This Q&A provide leaders and participants with a better understanding of the Employee Referral Program and the conditions in which the program operates.

Q1 Why are Superintendent levels 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, but unfortunately, they are not eligible for a referral payment.

Q2 I'm a new starter, am I eligible to participate?

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

Q3 I'm a contractor, can I refer people and get paid?

Unfortunately, no. This is only open to employees of Perenti group of companies (including Ausdrill, Barmenco, BTP, MinAnalytical, Well Control Solutions & Perenti Group Services).

Q4 Can I refer an existing contractor?

Unfortunately, no. They are already known to us.

Q5 What can cause the referred candidate to be ineligible?

We are seeking candidates that are not already know to us and therefore if a candidate has been actively in the recruitment process against one of the company vacancies within the last 6 months, they are deemed ineligible and in this instance the employee will not be eligible to receive the \$3000 payment or a ticket into the prize draw. This includes contractors.

Q6 Can I refer an ex-employee?

Yes, but only if they left in good standing and more than 12 months ago.

Q7 What makes a candidate suitable to be referred.

The company is seeking assistance from employees to help us fill critical roles across the business. The role types are reviewed quarterly and published on the Referral page. They are typically highly skilled operations or trade-based roles. So, if you know people who are suitably qualified for any of the critical roles, get them to provide you their resume and lodge them through referral portal. The recruitment team will then review the resume and should they deem them suitable progress them through the recruitment process.

Q8 What happens once I submit my referral?

The recruitment team will be reviewing the referral portals 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 be pushed through the recruitment process (All standard medical and probity checks apply). They will be flagged with your name against them in our system. You will be notified by email as to whether they have been accepted as a Referral. Its just then a matter of waiting for the recruitment process to be completed.

Q9 What do I have to do to get my payment?

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 5 principles. Should they be interested in a job across the Perenti group of companies you just need to submit their resume through the [Referral Portal](#)! Then, simply wait for the recruitment process to run its course and once they are hired and commence employment you will automatically get paid, (Once validated that you are still employed by the Company).

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 I work in the Surface operations but know people suitable for Underground roles, can I refer them and still get paid?

Yes, referrals across ISG's are encouraged. We are looking to utilise the entire Australian workforce to help us find suitable candidates for all roles across the Perenti group of companies. Regardless of which ISG or entity the referred candidate ends up being employed in, you will receive your referral bonus.

Q12 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, need to be employed and commenced before the 1st December. If candidate is placed after the 9 months, there is no Referral Payment made.

Q13 How much do I get paid?

An employee will receive \$3,000 inclusive of tax and Superannuation, for each successfully placed referral. This is paid in the first pay cycle after the referred candidates' commencement date. Please note the \$3,000 is a gross payment you will receive a reduced amount depending on your tax bracket and superannuation contribution.

Q14 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 honored (first come first serve basis). More incentive to talk to your network before someone else does!

Q16 Who do I speak to if I have any issues or further queries?

You can contact the recruitment team via Referrals@perentigroup.com

Where do I go for more information:

Employees with access to the Company Intranet – [Benefits Portal](#)

Employees without access to the Company Intranet and to submit candidates – [Referral Portal](#)

Or email referral@perentigroup.com