

EnergyAustralia Employee Referral Program

The way we attract and source people is vital to the success of our business. The purpose of the employee referral program (ERP) is to improve candidate quality, business performance, employee engagement and to reduce recruitment cost.

The Employee Referral Program encourages employees to refer potential candidates for vacancies at EnergyAustralia and helps support our business' growth requirements.

What is the referral reward?

A successful and eligible referrer receives \$1000 AUD.

The 'referrer' will be eligible for reward once the referred candidate completes the qualifying period (of 6 months) in their role. This applies to all areas of the business including Contact Centre.

ERP Eligibility Criteria and Guidelines

The Referral Program is open to all permanent Energy Australia employees, with exceptions listed below.

The following will not be eligible for personal reward:

- Executive Leadership Team members
- People & Culture team members
- The Hiring Manager and/or One up Manager
- The Reporting Manager

EnergyAustralia only accepts referrals for permanent positions open to the external market and not contract or temporary positions, or those filled by internal candidates

Referee Exclusions include:

Referrals only apply for those candidates who do not currently work at EnergyAustralia and its related subsidiaries. (The candidate referred cannot be an internal employee, previous employee, existing or previous contractor, temp or consultant).

Candidates who are already recorded on the EnergyAustralia recruitment database are not eligible for referral. An exception to this is if the referred candidate is not successful for the original referred role, they will be placed on the database and if they are subsequently placed within a 6 month period from the initial referral a referral is valid.

Other Guidelines

\$1000 is paid for a qualified hired referral, regardless of seniority of the role.

Both the referee and the referrer must be engaged by or at EnergyAustralia and not working out their notice period at the time the referral fee is due to be paid. Employees are not eligible for individual reward if they have left EnergyAustralia at the time of payment.

The \$1000 payment is paid through payroll and will be taxed at the marginal rate.

All referrals will be acknowledged at the time of receipt, the submission of a referral does not mean acceptance of the referral. You will be notified via email at the end of the recruitment process of acceptance or rejection of the referral.

In the event an applicant is referred from more than one source: for example from two employees, or an employee and an employment agency, the deciding factor will be the date and time of receipt of the referral. The Careers Central Team will inform the participating parties when such situations arise.

Payment is not applicable where a competitive process has not taken place (e.g. Direct Appointment)

Candidates may only be referred via the ERP page on Energy Australia's intranet 'Lighthouse'.

If you have any further questions about the EnergyAustralia Referral Program, please contact CareersCentral 9976 8700 and select 3

1st July 2014 – these guidelines supersede any other guidelines or processes relating to the EnergyAustralia Referral Program.

Submission of a referral automatically acknowledges your understanding of the criteria and guidelines and that you agree to these terms and conditions.