

Employee Referral Program



Purpose

At Flavorite, we trust our team to build a culture that supports our people, growth, and innovation. Our Employee Referral Program is designed to reward you for helping us grow our team with talented, passionate, and values-aligned individuals. Your network could hold our next great hire, and we want to thank you for making the connection.

Referral Program Eligibility

All current Flavorite employees are eligible to participate in the program, except those who are deemed out of scope. This includes:

- The Executive Leadership Team
- People Team
- Senior Managers
- The Hiring Manager for the relevant role
- From the Pacific Blue Produce Entity

Referral Eligibility and Specific Considerations

There are three types of referral eligibility:

Casual Team Member Referrals

If you refer someone who is successful in a casual role, the reward and conditions include:

- **Reward:** \$30.00 (inclusive of the current legislative superannuation rate) for every casual referral of a candidate who fulfils the criteria set out below:
 - **Length of service:** Bonus will be paid in the pay period after the successful completion of 3 months of service by the candidate.
 - **Hours of work restrictions:** The candidate must work a minimum of 30 hours on average over the 3-month period.

Permanent Team Member, Hourly Paid Referrals

If you refer someone who is successful in a permanent, hourly paid role, the reward and conditions include:

- **Reward:** \$100.00 (inclusive of the current legislative superannuation rate) for every permanent hourly paid referral of a candidate who fulfils the criteria set out below:
 - **Length of service:** Bonus will be paid in the pay period after the successful completion of the probationary period of 6 months.

Salaried Team Member Referrals

If you refer someone who is successful in a salaried role, the reward and conditions include:

- **Reward:** \$300.00 (inclusive of the current legislative superannuation rate) for every permanent salaried paid referral of a candidate who fulfils the criteria set out below:
 - **Length of service:** Bonus will be paid in the pay period after the successful completion of the probation period of 6 months.

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How the Eligible Referral Bonus will be Processed and Paid

- The eligible referral bonus will be paid in the pay period after the successful completion of the timelines mentioned above.
- The referral bonus payment will be processed and paid directly through the Flavorite payroll system
- The referral bonus will appear as a line item on your payslip as 'Bonus-Recruitment Referral'.
- The referral bonus is subject to taxation.
- The People Team will manage this program and ensure payment under these conditions and timeframes.

Important Note: As any bonus payments are deemed to be an above-award entitlement, they will not form part of the Employee's base rate payments. Therefore, any bonus payments will **not** be included in the rate calculations for payments such as annual leave, sick leave, public holiday, public holiday hours worked, pay in lieu of notice of termination and redundancy pay.

Guidelines and Additional Considerations of the Referral Bonus Program

To qualify for the Referral Bonus:

- The referred candidate must be successful in gaining employment at a Victorian Flavorite site.
- The referring employee must be actively employed at the time of referral bonus payment
- Only one active referring employee may be nominated per candidate
- The referred candidate **must not**:
 - Be a former Flavorite employee
 - Be a former labour hire team member previously placed at Flavorite

How Your Referrals Can Apply to Jobs at Flavorite

Your referrals can apply online at www.flavorite.com.au

- The candidate must include your full name and employee number in the designated field when completing their online job application.

We encourage you to check our open vacancies on our website and the Employment Hero App and consider your networks as potential resources for referred candidates.

Employee Referral Program Review

The referral bonus program may be reviewed, adjusted, paused, or suspended at the discretion of Flavorite in response to changing financial or business needs.

Equality Opportunity Employer

We recognise the value that a diverse and inclusive culture brings, and actively employ people from various cultural backgrounds, genders, ages and skillsets to ensure our workforce reflects the diversity of the community in which we operate. A diverse, inclusive workplace gives our people a safe space to bring their whole selves to work and give their best every day.