

EMPLOYEE REFERRAL PROGRAM

PROGRAM BRIEF AND PURPOSE

The Employee Referral Program is designed to assist in the attraction of candidates to work with Flavorite. This document explains important aspects of the program. We trust our employees to refer good candidates as they know what's best for our company.

SCOPE

This Employee Referral Program applies to everyone who refers a successful candidate to Flavorite. Ineligible members of staff include Senior Management, the Hiring Manager and the HR team.

POLICY ELEMENTS

What is the employee referral bonus?

Flavorite will pay a current employee \$300.00 (including the current legislative superannuation rate) for every referral of a candidate who fulfils the criteria set out below. For every full-time or casual candidate, the referral bonus will be paid directly through the payroll system, less tax at the employees' nominal tax rate, plus superannuation.

Rules for rewards:

- The referred candidate must be successful in gaining employment at any Victorian site including Warragul, Tatura, Katunga, Mansfield, Ravenhall or Epping.
- The referred candidate must successfully complete 3 months of employment with Flavorite, working on average at least 30 hours per week over the 3 months.
- Bonus will be paid in the pay period after the successful completion of 3 months.
- There is no cap on the number of referrals an employee can make.
- The referred candidate must enter the current employee's Full Name and Employee Number in their online application form. Only one employee can be listed as the referee.

Who can participate in our employee referral program?

All employees are eligible to participate in our referral program except for:

- Senior management.
- HR and hiring managers for positions for which they're hiring.

Note that hiring managers can't refer anyone for a position for which they are directly or indirectly responsible, but they can refer someone for a position that's in a different department, office or function.

Who can be referred?

We have three conditions for candidates who can qualify for the bonus. They should:

- Not have applied directly to Flavorite for at least the last year or be a terminated employee wanting to return.
- Be hired directly as permanent full/part-time or casual employees. This does not apply to agency workers.
- The candidate must include the current employee's Full Name and Employee Number in the correct field when they complete their online application.

We encourage you to check our open positions on our website and consider your social networks and external networks as potential resources for referred candidates.

Keep in mind that the bonus is subject to taxation. Please contact HR for more information.

We may change our referral bonus program over time and we reserve the right to cancel the referral bonus if it proves ineffective or inefficient. We will communicate any change clearly and timely.

We'd like to remind our employees that we are an equal-opportunity employer and do not discriminate. We ensure that all candidates will be given the same consideration and will pass through our established procedures.

