



HUMAN HABITATS

# EMPLOYEE REFERRAL

**Administrative Policy**

**June 2024**

## Policy Summary

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Policy Name:	HH Employee Referral Policy
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Attributable to:	All Staff
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## About

This Policy is to encourage staff to recommend and recruit new employees as a referral to the HH business and be rewarded for doing so.

A referral is a part of recruitment where the referred candidate is assessed for an opening at HH. If HH employs the candidate, the staff member referring the candidate will get a monetary bonus so long as the candidate is eligible.

All candidates referred will be given the same consideration as a direct application and will pass through our established recruitment procedure.

## Eligibility

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Staff

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The Employee Referral Program is open to all HH staff, with the exception of those responsible for hiring personnel and Directors.

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Candidates

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A referral bonus will be paid for Candidates that:

- Are aware of the employee referring them;
  - Authorise the HH employee to have their resume put forward;
  - Are willing to undertake and pass all pre-employment recruitment checks;
  - Have minimum 3 years industry experience;
  - Are hired as permanent full or part-time employees (not as casual/temporary employees or contractors);
  - Are eligible to work in Australia and do not require visa (or similar) sponsorship; and
  - Have not applied to a role advertised by HH in the past 12 months either direct or through a recruitment agency.
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## How do I refer an external applicant?

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Staff are encouraged to be across open positions announced at the HH Monthly meetings and consider social networks and external networks as potential sources for referred candidates.

To apply for the bonus, employees *must* forward candidates to the Personnel Director or another Manager with a copy of the candidates latest resume, and register interest in receiving a referral bonus.

A validation process will occur where the registration is assessed by the Executive Management Team. This is assessed against the referral eligibility criteria. The employee who submits the application will receive a email response confirming or declining their application.



## Referral Bonus

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Should the referred candidate be successful through the recruitment process and sustain continuous employment with HH for 12 months a referral bonus will be paid.

The referrer (employee) will receive the reward (\$5,000 inclusive of tax and super) in the first pay period after the referred candidate hits 12 months of continuous employment.

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## Other Terms

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Below are further consideration and clarifications in the payment of a referral reward:

- There is no cap on the number of referrals an employee can make;
- If two or more employees refer the same candidate, only the first referrer will receive a referral reward (unless employees wish to share);
- Approved Referrals are still eligible for rewards even if a candidate gets hired for another position at HH (for a period of up to 6 months from the date of referral application);
- A referral will not be paid to a past employee; and
- Where an employee regularly refers inappropriate candidates they will be excluded from this program.

HH reserves the right to vary or cease the operation of the Employee Referral program at any time without prior notice. HH also reserves the right to determine whether the referred candidate qualifies the employee for a referral bonus.

HH Executive Management team will communicate any change to this policy. In the event that this referral program is abolished, employees who refer candidates and had approval of qualifying will still receive the appropriate reward.