

# Employee Referral Policy

## Rationale

RightShip is committed to the recruitment and retention of high calibre employees. The Employee Referral Policy sets out the Employee Referral Program, which is designed to encourage employees to recommend appropriate candidates to the business, and can be a useful tool in minimising recruitment costs and significantly shortening the recruitment lead time.

## Scope

This policy applies to all full-time and part-time and fixed term employees of RightShip with the exception of the Executive Leadership Team, Line Managers and Human Resources, who, for the avoidance of doubt, are not eligible to receive any of the awards detailed within this Policy.

The terms of this policy do not form part of an employee's contract of employment and the policy may be varied, replaced or terminated at any time without notice at RightShip's discretion.

## Policy Statement

This policy is designed to encourage existing employees to refer candidates for vacant permanent positions to maximise successful hiring decisions.

It is intended that employment referrals will be friends or professional acquaintances whose qualifications and experience match the selection criteria of a vacant permanent position within RightShip.

Under the Employee Referral Program, a cash award of \$2,000 USD (or local equivalent) less tax shall be payable to employees who refer prospective candidates who are successful in securing a role at RightShip. The cash award shall only be payable upon the successful completion of the new hire's three [3] months probation period. In the event that a cash award is payable, payment will be made at the next scheduled payroll run.

## Guidelines

- RightShip reserves the right to determine whether a candidate meets the job qualifications.
- Human Resources must be included in the recruitment process for any candidates referred by existing employees.
- If a dispute arises regarding the source of a referral, Human Resources will make the final determination on referral award eligibility. Payment will only be made to one employee per successful referral.
- The employee referral award is non-transferable.
- The employee receiving the referral award must be actively employed by RightShip and not under notice of termination on the actual payment date to receive the referral award.
- All referral awards shall be considered additional wages and shall be subject to applicable local taxes and other payroll deductions.
- The Human Resources team will have final authority on the administration of the Employee Referral Program.

## References

### RightShip documents

- Employee Referral Program Form

## Policy ownership and review

This policy is owned by the Chief Executive Officer.

### Procedural Version Control

No.	Date Approved	Date Effective	Section Amended	Authorised by
1	July 2011	July 2011	Initial release	CEO
2	February 2021	February 2021	Policy statement – cash award updated to USD	CEO

3	February 2023	February 2023	Categories of employees excluded from participation in employee referral award program	CEO
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