



EMPLOYEE REFERRAL PROGRAM

Nomor : 001/HRD/ERP/II-2023

1. PROGRAM GOALS

An employee referral program is a formal program for incentivize employees to help company to grow business by sourcing high-quality talent in effective way. Employees will refer new employees, in exchange they get rewarded with employee referral rewards for successful hires.

2. REFERRAL POSITION

Position that can be refer in this program are as follows :

1. Translator Mandarin Officer (HO)
2. Translator Mandarin Foreman (Site)
3. External Relation Foreman
4. Maintenance Planner Supervisor (specialists heavy equipment of China Production)
5. (Tentative)

2. BONUS SCHEME EMPLOYEE REFERRAL PROGRAM :

No.	Type of ERP	Fund Disbursement	Bonus
1	Refer a candidate (All level)	Day-1 after sign contract	Rp 500.000,-
2	Refer Candidate in Officer Level	3 Months	Rp 1.000.000,-
3	Refer Candidate in Supervisor Level		Rp 1.500.000,-
4	Refer Candidate in Superintendent Up Level		Rp 2.000.000,-

3. SCOPE

This Employee Referral Program Policy applies to everyone who refers a candidate to our company (except for Talent Acquisition teams, direct users, HR Project all Level, HR Strategy Manager, and HRGA Division Head).

4. TERMS & CONDITION

- If you know someone who you think would be a good fit for a position at our company, feel free to refer them.
- If we end up hiring your referred candidate, you are eligible for referral bonus.
- Our employee referral rewards may be higher If we hire your referred candidate in a hard-to-fill role (based on level). For Example Superintendent above.
- We guarantee that rewards will be paid out as we inform on bonus scheme of the date we hired a candidate.



- If two or more employees refer the same candidate, only the first referrer will receive their referral rewards.
- Candidates who can qualify you for our rewards, they should: Have not applied to our company for at least 3 months.
- Our company may use a platform (<http://eip.maagroup.co.id>) where employees may refer candidates.
- Employees who referred candidates still earn a reward if sign an exit clearance form during time bonus disbursement ended.
- Employees who referred candidates can't earn a reward in next scheme of bonus if referred candidates not passed the time of employee contract as we inform in bonus scheme.
- Vendors, contractors, and consultants are not eligible to refer candidates. (Only for internal MAA Group)

JAKARTA, 23 February 2023

Proposed by



**Admin Check
JH**

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