



Referral Program

Procedure

Referral Program Procedure	Procedure	CDMS-1145325611-3160	Approved - 5/08/2024
https://mlgoz-my.sharepoint.com/personal/eve_knight_mlgoz_com_au/Documents/Eve/Referral Program Procedure.docx			

Contents

1. Intent and Scope.....	3
2. Definitions.....	3
3. Acronyms	3
4. Eligible Positions (Candidates).....	3
5. Eligible Referrers	4
6. Referral Payments	4
6.1 Multiple Referrals	4
7. How to Apply.....	5
8. Terms and Conditions	5
9. MLG Documents	6

1. Intent and Scope

Applying to eligible referrers, this procedure aims to attract high calibre candidates to the business who current employees believe align with MLGs core values and possess the requisite skills and experience.

2. Definitions

The following terms, when read in the context of this procedure, shall take the meaning below:

Candidate – The individual being referred for an eligible position with MLG

Referrer – The MLG employee referring another individual (candidate) for an eligible position with MLG

3. Acronyms

The table below identifies the acronyms used within this procedure:

ELT	Executive Leadership Team
MLG	Murray Leahy Group
PAYG	Pay As You Go
SLT	Senior Leadership Team

4. Eligible Positions (Candidates)

The positions that are currently eligible under this program are:

- Site Supervisors
- Project and Site Managers
- Road Train Operators
- Mobile Plant Operators
- Heavy Duty Fitters and Mechanics
- Auto Electricians
- Boilermakers

All roles must be suitably licenced, experienced and/or trade qualified.

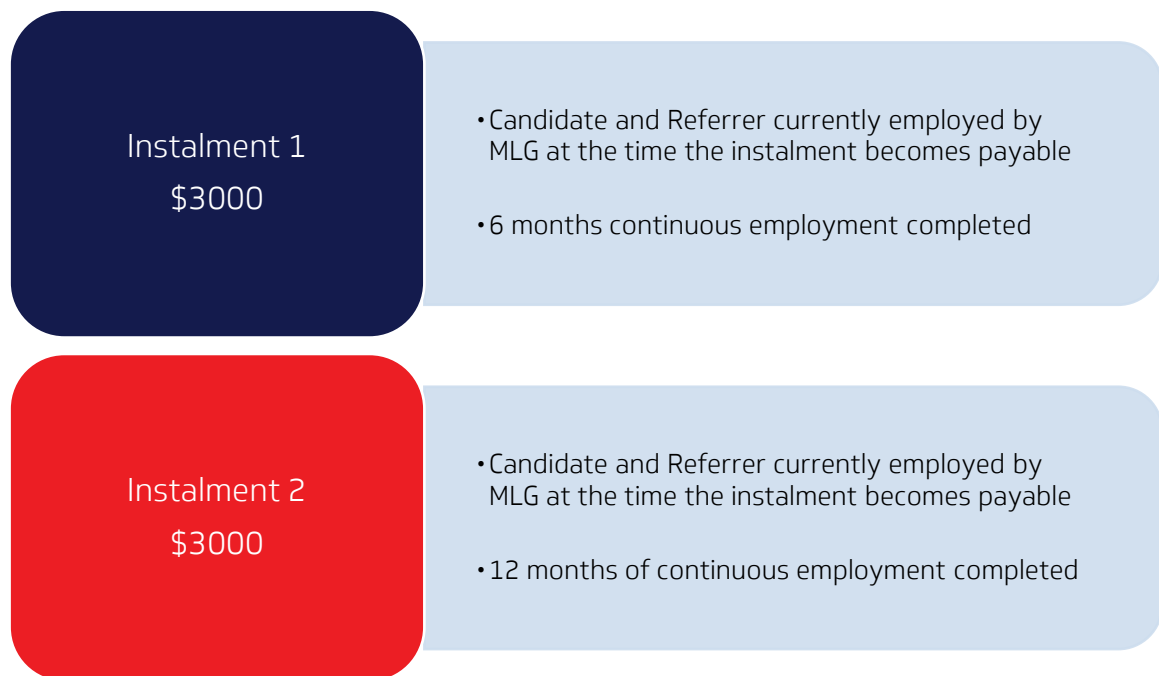
5. Eligible Referrers

The referral program is open to all MLG employees excluding those that form part of the ELT, SLT or Human Resources and Recruitment Department.

Referrals may not be received from a person who has any involvement in the recruitment or selection of the role they are referring for. For example, a Project Manager may not refer an Operator for their own site.

6. Referral Payments

The referrer will receive a PAYG taxable payment of \$6000 paid in two (2) PAYG-taxable instalments of \$3000 in accordance with the below:



6.1 Multiple Referrals

In addition to the above, where a referrer:

- has referred 3 candidates who have completed 12 months of continuous employment will receive an additional PAYG taxable payment of \$2000.
- has referred 5 candidates who have completed 12 months of continuous employment will receive an additional PAYG taxable payment of \$1500.

Referrers of candidates under the previous referral program will have those referrals recognised under this program.

7. How to Apply

1. Current employee completes a “Employee Referral Application form”, including all relevant details of the candidate they are referring.
2. Current employee sends this application to Recruitment team via mobilisation@mlgoz.com.au
3. Candidate applies for vacancy via normal process – SEEK, LinkedIn or other job advertisement. In the area asking how they heard about the role, the candidate should state they were referred and put the name of employee referring them.

8. Terms and Conditions

The following terms and conditions must be considered when referring a candidate:

- MLG at its absolute discretion may alter and/or discontinue the referral program.
- Candidates will not be contacted via an employee sending their details in via a referral form. The candidate MUST apply via normal means, and the form given in conjunction with this.
- If no form is done at the time of the application, the referrer will NOT be eligible under the scheme for referral payments.
- If a candidate is referred by more than 1 referrer, the eligibility for any payment will be for the referrer that provided the application first.
- The referral program does not apply if the candidate is currently employed by MLG as an apprentice, trainee, graduate, or vacation student.
- The referral program does not apply if the candidate is currently employed by MLG as a fixed term, or casual employee and has been referred previously.
- The referral program does not apply if the candidate is being referred for a role requiring sponsorship or requiring training such as the MLG NTI program.
- If a candidate is offered a position by MLG and the candidate declines the offer, then the referrer is not eligible for any referral program payment.
- The referrer of a former MLG employee who separated within the last 6 months is not eligible for any referral program payment. This includes if the candidate is offered and accepts an eligible role with MLG.

- Candidates who are current MLG employees (incl. full-time, part-time, fixed term, or casual) are not eligible to be referred under this referral program.
- The referral program applies to candidates who are successfully referred from a sub-contractor (where permitted under the service agreement).

9. MLG Documents

The following documents support this procedure:

- Form – Referral Program