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## Flashbay Pty Employee Referral Scheme

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### Purpose

Flashbay recognises the value of exceptional employees and this scheme has been created to reward loyal colleagues who refer friends with the qualities we're looking for to join the Flashbay team. This scheme is to reward employees for referring these candidates, and to ensure this is done in a fair and consistent manner.

If you refer a candidate who is successful with their application for employment with Flashbay, you could receive a payment as outlined below, which is paid after the person has successfully completed their probationary period.

### Scope

All employees of the Company must be aware of and adhere to the Employee Referral Scheme.

The scheme applies to referrals for all permanent positions.

### Payments

The payment amount is \$1800.

Any payments made under the scheme will be made at the sole discretion of Flashbay Pty and it is not a benefit or obligation.

### Individuals covered by this Scheme

Any employee of Flashbay Pty, who has successfully passed their probationary period, is eligible to participate in the Employee Referral Scheme, with the exception of any member of the HR team and Managing Director level employees and above.

### Conditions of the Scheme

All recommendations made by employees must come from their contacts/connections/network and not through any recruitment / placement agency. Referrals will not be accepted if a CV or application has previously been submitted directly by the applicant or by an outside agency.

An offer of employment has to be made to, and accepted by, the referred employee before they will be entered into the scheme. All referral payments will be paid through payroll and will be subject to the usual payroll deductions. They will be paid in the payroll which follows the month of the probation pass for example; if the probation pass occurs in the month of July, the reward will be paid in the August payroll.

Referral payments will be paid when the HR team confirms that the referred employee has successfully completed their probationary period. If the referred employee is unsuccessful in their probationary period, the payment will become void.

- Entitlement to receive any payment(s) under the referral scheme will cease the day the referred employee leaves the company.
- Entitlement to receive any payment(s) under the referral scheme will cease the day the referring employee tenders their resignation, receives notice from or ceases to be an employee of the Company, whichever occurs first. Referral payments are not transferable to any other employee.
- Previous employees of Flashbay Pty are not eligible to be referred.
- A candidate can only be referred once.
- In the event of two or more employees referring the same individual, the employee who is mentioned by the referred candidate first will be eligible for a payment; the other employee(s) will not qualify.
- The referral is valid for a period of six months for an open role or where a referral is made for a non-open role.
- The Company reserves the right to change the Conditions of the Scheme at any time and without notice.

### The Role of the Referring Employee

It is the responsibility of the referring employee to ensure that they provide to the HR team details of the employee that they are referring and the details of the vacancy that they are referring them for prior to the candidate entering into any interview process. This is done by e-mailing this information to the HR team. Please include the CV of the candidate that you are referring.

The referring employee also needs to ensure that the candidate they are referring has given the referring employee's correct name during the recruitment process and that it has also been clearly marked on any application form or correspondence when applying for the role.

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Should there be any concern that these conditions have not been adhered to, the referring employee is advised to inform the HR team at the earliest opportunity.

### **The Role of the Referred Candidate**

It is the responsibility of the candidate being referred to ensure that the referring employee's full name is given during the recruitment process and that it is clearly provided on any application form or correspondence when applying for the role.

### **The Role of the HR Team**

The HR team will work alongside the Payroll department to administer the referral process. The HR team will be responsible for monitoring compliance of the scheme.

### **Dispute Resolution**

In the event of any dispute concerning the application of this scheme including, without limitation, the entitlement of a referring the employee to receive any payment, the dispute shall be referred to the Managing Director, who shall act as arbiter and whose decision shall be final and binding.