



COR-PEO-(REC)-GN001

Employee Referral Program Guidelines

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1. INTRODUCTION

The objective of the Employee Referral Program is to encourage MACA employees to refer suitably qualified and experienced individuals to job opportunities at MACA.

Current MACA employees are familiar with the skills and abilities, behavioural qualities, company values and cultural fit necessary to be successful at MACA. By using this knowledge, current employees can identify talented people in their external network who may be suitable for vacant roles within MACA.

The program may vary in different states / territories due to project requirements therefore the program details may change at the discretion of the General Manager - People.

1.1 Purpose

To recognise and reward existing employees for their contribution to attract quality candidates to the organisation.

1.2 Scope

All permanent and fixed-term employees can participate in and be eligible for rewards under this program. An employee is defined as a person employed on a permanent or fixed-term basis, in either a full time or part time capacity, who is paid their salary or wages directly by MACA.

Any employee who holds one or more of the below positions is excluded from referral payment eligibility:

- An employee who is involved in, or has influence over the hiring decision, such as the Recruiter, Hiring Manager or Line Manager.
- An employee who is part of the Human Resources team.
- An employee who is a member of the Executive Leadership Team, or an Area / Operations Manager, Project / Site / Construction Manager or equivalent.

2. PROCEDURE

2.1 Referral Criteria

The MACA Employee Referral Program offers two levels of reward - 'Standard' and 'Hot Job'.

Employees may be eligible for a monetary reward for introducing a candidate who is successfully appointed to a vacant position at MACA. The following eligibility criteria will apply:

2.1.1 Position Eligibility

All permanent vacancies advertised by MACA will attract a potential 'Standard' referral payment. The following types of positions are not included in the Employee Referral Program:

- Casuals
- Unskilled workers including labourers and trades assistants
- Vacation students or interns
- Graduates



- Apprentices and trainees
- Temporary, short term, sub-contractor or third-party labour hires and agency contractors.

Permanent vacancies advertised by MACA as a hard-to-fill job will attract a potential 'Hot Job' referral payment. Hot Job classifications are set at the sole discretion of MACA and are subject to market conditions at the time of advertising:

- Heavy Duty Diesel Fitters
- Auto Electricians
- Drillers
- Shotfirers
- Boilermakers
- High Voltage Electricians
- Specialised Production Operators (e.g. Excavator, Dozer, All Rounders,)
- Qualified Engineers
- Mining Supervisors
- Maintenance Supervisors
- Drill & Blast Supervisors

The above list is a general guideline only and may be amended or replaced from time to time.

2.1.2 Referral Eligibility

A candidate is deemed to have been referred when an employee has formally referred the candidate and has applied for a specific vacancy within MACA. The following instances invalidate a referral:

- Where the referred candidate has already been referred by an external search / recruitment agency for the position.
- Where the candidate referred is submitted retrospectively i.e. the referral is received after the candidate has already applied for the position.
- Where the candidate cannot confirm the name of the referrer.
- Where the candidate has been directly employed by MACA within a twelve (12) month period immediately preceding the date of the application.
- Where the candidate has worked for MACA through a third party (labour hire agency, contractor supplier, consultancy) within a twelve (12) month period immediately preceding the date of application.
- Where another employee has already formally referred a candidate to the position, and the referral is deemed to meet all criteria.

Discretion may be applied by the Human Resource Representative where some of the above criteria are not met, and the referral is of value to the business.

3. INCENTIVE VALUE

A 'Standard' referral will attract a \$1000 pre-tax referral payment to an employee for each successful referral made.

A 'Hot Job' referral will attract a \$2500 pre-tax referral payment to an employee for each successful referral made.

MACA reserves the right to alter the value of the referral payment at any time without notice.



4. CANDIDATE REFERRAL APPLICATION PROCESS

All employees are encouraged to discuss opportunities with their external networks and submit their referrals via the Refer and Earn online form (maca.net.au/refer-and-earn). All online form fields are required to be completed by the employee prior to submission (optional: *candidate's resume*).

The MACA Recruitment team will assess all referred candidates against eligibility criteria before contacting the referred candidate directly, either via email or phone. Eligible candidates will then be required to complete the formal recruitment process as outlined by the MACA Recruitment Team.

Once the referred candidate submits their formal application, they will receive an email confirmation acknowledging their application has been received.

All candidates will be assessed based on merit during the selection process, in accordance with procedure [COR-PEO-\(REC\)-SOP001 - Recruitment and Selection](#). No bias will be applied to referred candidates. Should the referred candidate be successful in gaining employment with MACA, the referrer (employee) will receive the reward (\$2,500 for Hot Jobs or \$1,000 for any other job) once the candidate has completed their probation period with MACA. A Referral of a candidate does not guarantee employment or progression through the MACA recruitment process.

5. REFERRAL CONDITIONS

- All employees who participate in the Employee Referral Program are expected to act in good faith towards MACA.
- Any employee who knowingly refers a candidate who provides fraudulent or incorrect information may be subject to disciplinary action up to and including termination of employment.
- To receive payment, the Referrer and the referred candidate must be a current employee of MACA at the time the payment is due.
- Neither the Referrer or the referred candidate may be in their employment termination notice period at the time the payment is due.
- This reward cannot be split by multiple employees. When more than one (1) MACA employee has referred the same candidate, only the first person to submit the candidate will receive the reward.

6. PAYMENT APPROVAL, CONFIRMATION AND PROCESSING

Where a referred candidate is successfully appointed to a position, the Recruitment Representative will advise the employee of the applicable referral payment.

The Human Resource Representative will approve payments made to employees under this procedure, following confirmation that the referral is eligible and successful. Once approved, the Human Resource Representative is responsible for coordinating the payment process with Payroll.

A one-off referral payment will be payable to the employee once the referred candidate has successfully completed their probation period.

The cash payment amount will be deposited directly into the employee's nominated bank account within thirty (30) days of the above events occurring.



Referral payments made are subject to the appropriate income tax withholding and included as a gross salary / wage's payment in the employee's Payment Summary at the end of the relevant tax year.

7. DISPUTES AND EXCEPTIONS

In the event of any dispute, the matter will be referred to the General Manager - People for resolution and final decision.

8. VARIATIONS

MACA reserves the right to vary, suspend or cancel the arrangements under this procedure without notice.

9. DEFINITIONS AND ACRONYMS

Will / Must - indicates a mandatory course of action.

May - indicates a permitted course of action.

10. MACA SUPPORT DOCUMENTATION

- COR-PEO-(REC)-SOP001 - Recruitment and Selection

11. REFERENCES

- Respective State or Territory Legislation

12. DOCUMENT HISTORY

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