

FIVE THOU SAND REASONS

to refer a mate.

#1184

Beating them
at footy tipping



Got a mate who'd be a great fit for Thiess?

Send them our way. There's so many reasons to refer a mate - including your chance to earn a **\$5,000 referral bonus** through our Employee Referral Program (ERP).

HOW IT WORKS

1. Tell your mate about an available position.

Roles that are eligible for employees to refer candidates to as part of the ERP are:

- Operators
- Maintainers
- Technical Services - Mining Engineers, Senior Mining Engineers, Principal Mining Engineers, Technical Services Superintendent and Technical Services Manager.

Ask your mate to nominate you as their 'Friend/Thiess Employee' when they apply online.

2. Your mate will go through a merit-based recruitment process.

If your mate is employed and remains employed for a six-month qualifying period, your referral will be considered successful.

An employee will only be eligible (for financial reward) to participate in the ERP if the referred candidate:

- Is referred to a position that is permanent full-time
- Is referred to a specific role that is vacant at the time of the referral and currently being advertised
- Is hired within six months from the date of referral
- Has not been referred by another company or individual
- Is not a previous applicant with Thiess (within the previous three-months from date of referral).

3. You'll receive a \$5,000 referral bonus. All payments will be taxable and meet the Thiess ERP Guidelines.

No payments will be made for the referral of graduates, trainees, vacation students, apprentices or casual/labour hire positions.

Payment will be made:

- When criteria in section 2 is met
- Upon successful completion of the referral's probationary period (that being six-months of continuous service)
- In the form of a \$5,000 gross payment (therefore subject to tax)
- By electronic deposit into the referrer's bank account via payroll's standard pay run following confirmation of the qualifying period being completed
- If you are employed by Thiess when the referral completes the qualifying period, as well as at time of employment.

An additional \$5,000 referral bonus will also be made to the incoming new employee for eligible Technical Services roles where criteria is met.

WHO CAN PARTICIPATE?

All employees part of our Australia operations (wages and staff) can participate in referring candidates to available roles in the ERP. When a referred candidate meets the criteria above, the referring employee will receive a \$5,000 referral bonus.

New employees can refer as soon as they commence with us; there is no requirement to pass probation before being eligible to refer someone to join Thiess.

The following employees are ineligible to participate:

- Recruiting line manager, Manager Once Removed or anyone in the direct reporting line of the position being recruited
- Any individuals involved in the recruitment process
- Recruitment and HR professionals.

For a full list of ERP Guidelines, chat to your site HR representative.

Visit [thiess.com](https://www.thiess.com) to view our current job opportunities.

Frequently Asked Questions

Why are we expanding the Thiess Employee Referral Program?

In 2019, Thiess launched an Employee Referral Program (ERP) open to wages employees at our east coast operations to help recruit for operator and maintainer roles.

Our decision to expand the existing Thiess Employee Referral Program follows the success of this program and supports the Thiess 2021 – 2022 APAC Attraction and Retention Strategy.

This is an exciting opportunity for our business and our people. It gives us access to an important recruitment channel in a competitive labour market, provides our people with an opportunity to work alongside people they know and trust and receive a bonus payment.

How is the program being expanded?

The key changes to the expanded ERP include:

- Opening the program to all employees across our Australia operations (office and site)
- Expanding the program to include Technical Services roles
- Removing the requirement to pass probation before being eligible to refer someone to join Thiess i.e. new employees can now refer as soon as they commence with us.

Why is Thiess expanding the Employee Referral Program now?

Previously, we were restricted in adopting referral programs at Thiess due to broader company policy. Recent changes to policy have allowed us to revisit this opportunity and expand the existing program to include a broader employee audience and range of roles.

Who is eligible to participate?

The ERP is open to all employees in our Australia operations. This includes:

- Staff employees – salaried employees, who are employed by Thiess Pty Ltd and are paid a fixed remuneration on a monthly basis.
- Wages employees – employees covered by an Enterprise Agreement or Modern Award, who are employed by Thiess Pty Ltd and are paid on an hourly basis, typically via a weekly or fortnightly payroll.

There will be a small number of employees who are not eligible to participate due to their role in the business. These employees include:

- The recruiting line manager, Manager Once Removed or anyone in the direct reporting line of the position being recruited

- Any individual involved in the recruitment process
- Recruitment and HR professionals.

What roles are included in the Employee Referral Program?

Employees can refer candidates to the following roles as part of the ERP:

Operators and Maintainers Roles

- Experienced Production Mining Operators (minimum of 2 years' experience)
- Qualified Trades with mining experience (Diesel, Electrical, Fabrication)
- Tyre Fitters with mining experience.

Technical Services Roles

- Mining Engineers
- Senior Mining Engineers
- Principal Mining Engineers
- Technical Services Superintendent
- Technical Services Manager.

The role must be vacant and being advertised at the time of the referral. Visit [thiess.com](https://www.thiess.com) to view our current job opportunities.

What are the incentive payments?

Thiess employees who make a 'successful' referral to the business will receive a \$5,000 gross referral payment (subject to tax) when all the criteria in the Employee Referral Program Guidelines are met.

For eligible Technical Services roles, an additional gross payment of \$5,000 will be made to the successful referred candidate when all the criteria in the Employee Referral Program Guidelines are met.

Contact your HR representative for a full copy of the Employee Referral Program Guidelines.

How will the incentive payments be made?

Once a referral is considered 'successful', a signed referral payment form will be submitted to Payroll and the \$5,000 incentive payment will be made by Thiess via electronic deposit into the nominated bank account of the Thiess employee who made the referral.

For the additional payments of \$5,000 for eligible Technical Services roles, the referred successful candidate will still receive their payment if the Thiess employee who made the referral is no longer employed by Thiess at the time of payment.

All \$5,000 incentive payments will be subject to tax and made via payroll's standard pay run.

Is there a certain timeframe in which referrals have to be made?

At this stage, we have not put an end date on the ERP. Any referrals received for eligible roles will be accepted by HR until further notice.

Does the referred candidate have to meet certain requirements for employees to be eligible for the incentive payment?

Yes. An employee will only be eligible for the referral incentive payment if the referred candidate:

- Is referred to a position that is permanent full-time
- Is referred to a specific role that is vacant at the time of referral and currently being advertised
- Is hired within six months from the date of referral
- Has not been referred by another company or individual
- Is not a previous applicant with Thiess within the prior three months from date of referral.

How will I know my referral has been successful and I am eligible for the referral incentive payment?

A referral is considered 'successful' when, as a direct result of the referral:

- An offer of employment is made by Thiess to the referred candidate and they accept it
- The referred candidate begins work with Thiess
- The referred candidate completes their six-month probationary period successfully
- The Thiess staff member who referred the candidate is still employed by Thiess at the time the referred candidate passes their six-month probationary period.

Once the above is satisfied, the relevant recruiter and HR representative responsible for the site where the Thiess staff member who made the referral is based will submit the referral payment form with the relevant details and signed approvals to payroll.

Staff members will be advised if a referral form is processed for someone they have referred and then again if the referral is accepted.

Are there any instances where payment will not be made or referrals not accepted?

Yes, referrals will not be accepted and incentive payments will not be made for referred candidates who:

- Have already applied to Thiess directly for a vacancy in the preceding three months
- Are already employed within the CIMIC Group

- Have resigned or been made redundant from Thiess or the CIMIC Group within a 12-month period prior to the referral date
- Have previously been dismissed by Thiess (or CIMIC Group)
- Have been employed as a temporary worker, contractor / sub-contractor or consultant unless there is a gap of three months since engagement
- Have been introduced through another source such as a recruitment agency specifically engaged to recruit the role they have been recommended for (prospective 'floats' from recruitment agencies do not qualify) or via another employee in the preceding three months
- Have been interviewed prior to the referral through another source e.g. direct application.

How do I make a referral?

All referrals are managed through our standard recruitment process through our recruitment tool PageUp.

When applying for the vacant, advertised eligible role, the referred candidate needs to check the 'referred box' and enter the name of the Thiess employee responsible for their referral.

What happens where a candidate is referred by more than one Thiess employee?

Where a candidate is referred to a role by more than one Thiess employee, the date of receipt by HR will determine the primary referral source and therefore eligibility for any relevant payment.

Is there a limit to how many referrals you can make through the Thiess Employee Referral Program?

No. A Thiess employee can make as many referrals as they want to.

Referral incentive payments are based on one payment per position with the payment charged to the cost centre of the successful referred candidate.

How will I know if the candidate I referred is successful or not?

Thiess staff members will be advised if a referral form is processed for someone they have referred and then again if the referral is accepted.

If a referred candidate does not meet the minimum requirements of the role, the relevant recruiter will contact the candidate to let them know, however it is at the candidate's discretion to advise the referring Thiess employee.

Employee Referral Program - A Snapshot

Program details	Technical Services Roles	Operator and Maintainer Roles
What roles are eligible?	Vacant and advertised roles for: <ul style="list-style-type: none"> • Mining Engineers • Senior Mining Engineers • Principal Mining Engineers • Technical Services Superintendent • Technical Services Manager 	Vacant and advertised roles for: <ul style="list-style-type: none"> • Production Mining Operators (min 2 years' experience) • Qualified Trades - Diesel, Electrical, Fabrication (mining experience) • Tyre Fitters (mining experience)
Who receives the incentive payment?	Thiess employee (referrer) Referred candidate	Thiess employee (referrer) only
What is the incentive payment amount?	\$5,000 gross each (\$10,000 total) (subject to tax)	\$5,000 gross referrer only (\$5,000 total) (subject to tax)
Who can participate?	All Australia staff and wages employees (refer Program overview)	All Australia staff and wages employees (refer Program overview)
What are the program criteria?	Refer to the Program overview or contact your HR representative for a full copy of the Employee Referral Program Guidelines.	Refer to the Program overview or contact your HR representative for a full copy of the Employee Referral Program Guidelines.
Is there are timeframe?	Ongoing	Ongoing