

Employee Referral Program Guidelines

Introduction

The HenderCare Employee Referral Program is offered by HenderCare Pty Ltd and the HenderCare Foundation (“HenderCare”) and has been created to reward you, our loyal employees, (“you” or “Referrer”) for encouraging your suitable friends and family to become HenderCare employees (“candidates” or “referred candidate”).

The Employee Referral Program will take effect from 26 October 2020.

Application Criteria

1. The referrer must be a current employee of HenderCare at the time of the referral and at the time the reward is payable to be eligible to for the reward.
2. To be eligible for the reward, HenderCare must be made aware by referrer of their referral **prior** to candidate commencing employment with us. A notification of referral after this period will be ineligible to claim the reward.
3. Referrers may refer as many candidates as they wish, and will receive a reward for each successful appointment should they meet the required criteria listed below:
 - a. Candidates referred must be able to work in Australia;
 - b. The referred candidate must be a new candidate, who hasn't been previously introduced to, or worked for HenderCare;
 - c. Employment of the referred candidate must occur within six months of referral to qualify for reward;
 - d. The referred candidate must be aware you are referring them and include your details at the time of application;
 - e. The reward will only be offered for
 - i. Internal Employees – once the candidate has successfully completed their probationary period;
 - ii. External Employee (Field) – once the candidate has completed 100 hours of work **and** remain employed by HenderCare for a minimum continuous period of three months.

Payment of Reward

- The reward will be paid as a \$100.00 Prezzy digital voucher from prezzy.com.au.
- Reward will be emailed to the referrer within 60 days of the candidate completing their employment criteria (as outlined above).

Important Information

- No employee from HenderCare should be involved in the recruitment process of any candidate that they themselves have referred.
- All referral rewards are at the discretion of HenderCare and HenderCare reserves the right to modify this program at any time.
- If you have any questions about HenderCare's Employee Referral Program, please email hr@hendercare.com.au.