

POLICY TITLE:	Employee Referral Policy
POLICY NUMBER:	HR44
VERSION NUMBER:	1.0
LAST UPDATED:	February 2022

1 Purpose

The purpose of the Employee Referral Policy is to attract external quality candidates to Harmony who may not apply through traditional methods or be actively looking for alternative employment.

This policy is designed to encourage and reward Harmony’s current employees to contribute to the success of our organisation by strengthening our workforce.

2 Organisational scope

All employees of Harmony are eligible to participate in the Harmony Referral Policy.

Employees, who as part of their role have the responsibility to fill a position and/or provide for the continuing ability of Harmony to meet its talent requirements are not eligible for the policy. Employees within this category include, but are not limited to:

- People and Culture
- Harmony Leadership Team

3 Definitions

An **employee referral** is when a current employee refers a potential employee to the business.

4 Policy procedure

Harmony employees have a responsibility to be familiar with the company values, behavioural qualities and cultural fit required for a new employee to be successful within the organisation.

Current employees of Harmony will be able to utilise the knowledge associated with inherent requirements of the position, behavioural and cultural necessities to be able to identify external candidates who fit the position and organisational requirements.

There are two types of referrals that can be made to Harmony:

- My Referral
- My Social Referral

All Referrals:

- All referral fees are eligible for permanent roles only. However, if a casual employee converts into a permanent position within their initial six months, they are classified as a referral for the purposes of payment.
- Members of the Leadership Team / People and Culture Team are not eligible for the referral fee.
- The employee must be in employment with Harmony when the candidate referral fee is due payment.
- If the employee is serving a notice period, due to resignation or termination, they are not entitled to the referral fee.

My Referral:

- For a “My referral” candidate, the employee should know the individual personally and have had experience working with them in a previous organisation
- If the referral candidate is hired, the employee will be rewarded with a referral fee. This is payable on the completion of the candidate’s probationary period. All payments are subject to tax and include superannuation.

Social Referral:

- Social referral candidates are people who are leveraged through the employee’s social network (for example, Facebook, LinkedIn)
- The candidate may have been recommended to the employee by a friend / family member, but the employee may not have personally worked with them, or even personally know them
- If the referral candidate is hired, the employee will be rewarded with a referral fee. This is payable on the completion of the candidate’s probationary period. All payments are subject to tax and include superannuation

5 Process

To refer an individual for a role within Harmony, current eligible employees are required to complete the referral form. Expressions of interest will also be accepted for future roles.

There is no limit on the number of candidate referrals an employee can submit through to Harmony. However, the employee must receive the candidate’s permission prior to forwarding their application.

All applications will be reviewed using Harmony’s merit-based recruitment and selection processes, and therefore the referral of a candidate does not oblige Harmony to conduct an interview and the decision to employ the applicant is at the discretion of the hiring manager.

The recruitment progress of the referred applicant will not be discussed with the referring employee as it is a confidential matter. However, the referring candidate will be notified if the applicant is offered and accepts employment, and then when they have successfully completed the applicable probationary period.

6 Eligibility

Referrals must be external and follow the correct guidelines, or the employee may not be eligible for payment.

Successful referrals to the following positions are eligible to receive a referral payment:

- Permanent full-time positions
- Permanent part-time positions
- Maximum term positions

Referrals to any of the following positions will NOT attract a referral payment:

- Casual positions
- Temporary and permanent positions employed through recruitment suppliers
- Consultants and self-employed contract positions
- Intern positions
- Internal movements

Referrals of any of the following candidates will not attract a referral payment:

- Candidates already working for Harmony as a permanent, fixed / maximum term or casual employee
- Candidates already working for Harmony as a temp, contractor, or consultant
- Candidates that have worked for Harmony during the last 12 months in any capacity
- Referral of candidates who, at the time of the employee referral had already been submitted to Harmony through a recruitment supplier for the same role
- Candidates who at the time of the employee referral had; already responded directly to a Harmony advertisement
- Candidates who had already been referred by another employee
- Candidates successfully placed through an external recruitment supplier

7 Expiry of Referral

The Employee Referral Policy nominations are valid for 6 months from the date of submission after which time they expire. There will not be a notification provided to either the referring employee nor the referred candidate. After the 6-month period, the referring employee must resubmit the referred candidate for an identified vacancy or expression of interest.

8 Referral Payment

The reward for a successful referral is based on a sliding scale in direct relation to the difficulty of attracting suitably qualified staff.

Position	My Referral Payment	Social Referral Payment
Centre Cook	\$500	\$100
Relationship Manager	\$500	\$100
Educator	\$500	\$100
Lead Educator	\$1000	\$250
Early Childhood Teacher	\$1500	\$250
Educational Leader	\$1500	\$250
Centre Director	\$1500	\$250
Other Leadership Roles	\$1500	\$250

The referring employee will receive the referral payment at the completion of the candidate's probationary period, which is no less than 6 months.

9 Payment Terms

A referring employee will only be entitled to the referral payment if the referral form and process has been completed in accordance with this policy. The reward cannot be split between multiple employees. Where more than one Harmony employee is involved in a successful referral, only the first person to have submitted the candidate to the hiring manager will receive the reward.

The referral payment is gross and will include tax and employer superannuation contributions. Payment will be processed in the next subsequent pay period.

In order to qualify for payment, both the referring employee and the referred candidate must be employed by Harmony at the time of payment. Neither the referring employee nor the referred candidate may be in their notice period to terminate. In cases where the referring employee's role has been made redundant, they will still be eligible to receive the referral payment provided they are within their notice period.

In order to qualify for payment, the referring candidate must not be under performance management.

10 Monitor and Review

Harmony reserves the right to alter any terms of this policy at any time.

11 Forms

Referral forms can be located in the SharePoint or online here -

<https://forms.office.com/Pages/ResponsePage.aspx?id=FZXsbF63JUO9uRim4j7asrbs25da2UBOtCdBE-nbvUFUNjRHUU9FREdFUUJSM0gxRVhHNjlBOUJKUSQIQCN0PWcu>

Or using the QR code:



12 Approval and review details

APPROVAL AND REVIEW	DETAILS
Approval Authority	CEO
Advisory Committee to Approval Authority	Management Committee
Administrator	People and Culture
Next Review Date	12 months from date of acceptance