AUXUS EMPLOYEE REFERRAL PROGRAM

1.0. PURPOSE

This program outlines the process that Glad Group employees must follow when referring a concierge candidate via the employee referral program and the requirements to be eligible for the referral bonus payment.

2.0. SCOPE

The employee referral program can be utilised by all Auxus employees with the exception of the Executive and Leadership Team, People & Culture, and supervisors/managers with hiring authority over the referred candidate.

The referred candidate must be seeking permanent employment as a concierge under the following entities:

- Auxus Pty Ltd

and must be for an existing open position. Referrals to the wider talent pool for consideration for future positions not yet available is not in scope.

3.0. POLICY STATEMENT

Auxus continuously looks to expand our workforce by offering opportunities to motivated and dedicated individuals to join us on our growth journey to becoming the most trusted concierge services provider.

Auxus places great importance on candidate referrals by our employees. Accordingly, we provide an incentive in the form of a referral bonus payment of up to $500.00 to employees that are successful in referring a candidate that secures a permanent position as a concierge within Auxus.

4.0. THE REFERRAL PROCESS

4.1. Eligibility for Referral Bonus Payment

Eligibility will be based on the following:

- the referring employee is a permanent employee and is employed by Auxus at the time of making the referral and on the date that the referral bonus is due to be paid
- the first employee to refer a candidate will be the only referring employee eligible for the referral bonus
- the referring employee must provide a character reference for the referred candidate (i.e. they must confirm that the candidate is of good character and cultural fit for Auxus)
- the candidate is considered for an available permanent position and is successful in gaining employment as per section 4.4
- the candidate is not a former or current employee of any legal entity under the Glad Group of companies

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4.2. Making the Referral

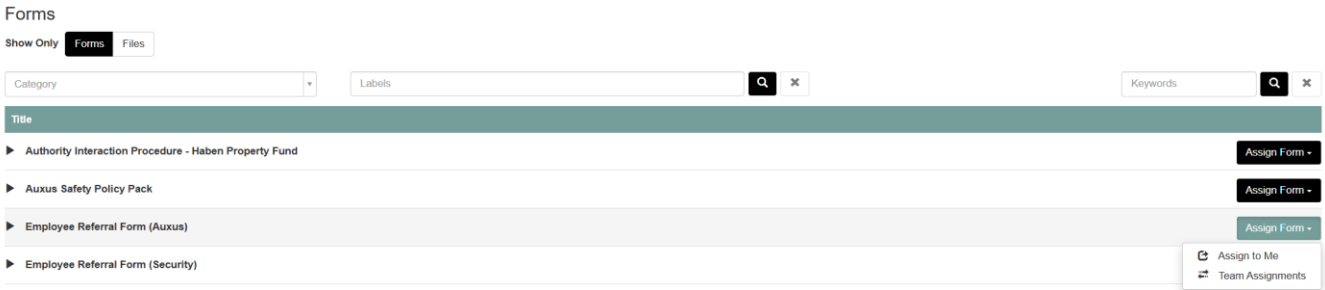
Available positions can be found via the Auxus website and through internally circulated Expressions of Interest, or speak directly with your supervisor/manager.

The referral must be made by completing the 'Employee Referral Form' via Glad Academy.

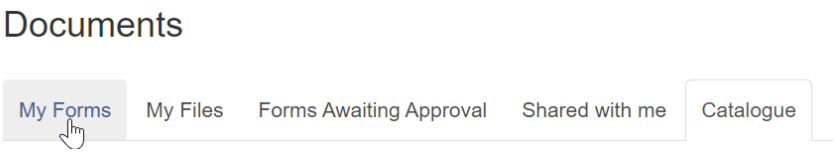
- the form can be accessed by scanning the QR code (ensure that you have your Glad Academy login details) available or;
- by clicking on the following link (ensure that you have your Glad Academy login details) Glad Academy - Employee Referral

Both options will take you to the 'Documents' page in Glad Academy where the following steps must be completed:

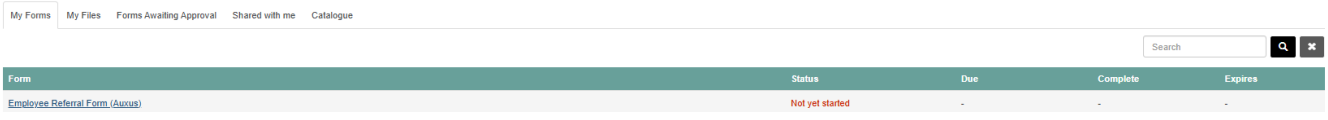
- assign the Auxus referral form to yourself by selecting 'Assign Form' and then 'Assign to me'.



- click on 'Ok' in the pop up box 'The form has been assigned to you
- the referral form has now been added to you under the "My Forms' tab
- click on the tab 'My Forms'

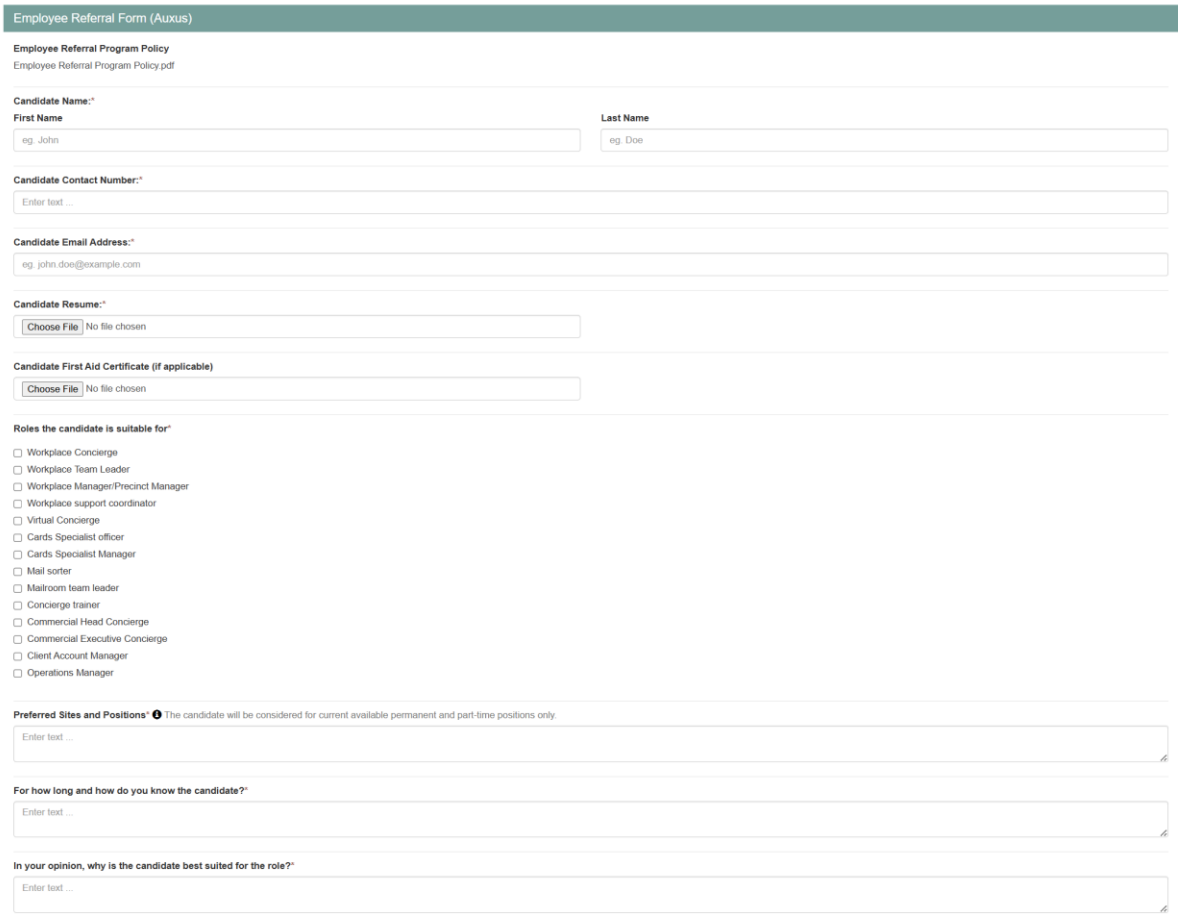


- under the list 'Form', click on the link 'Employee Referral Form' (Auxus) to access the form

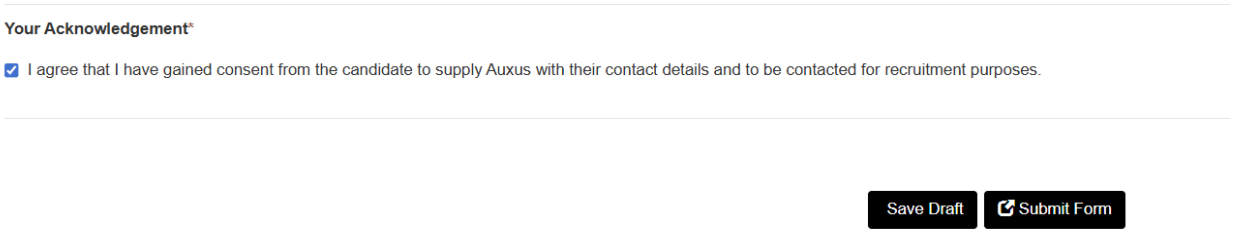


- complete the 'Employee Referral Form (Auxus)'.
- All fields with an * are mandatory fields and must be completed for the referral to be deemed valid. This includes uploading the candidate's resume.

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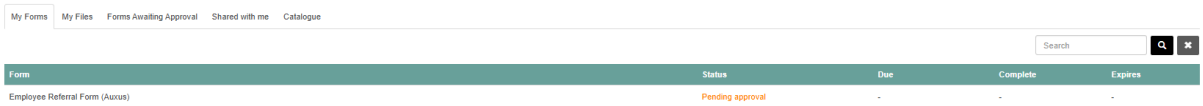
- for Auxus to consider the application, the 'Your Acknowledgement' tick box must be ticked
- the form can be saved as a draft by clicking on the button 'Save Draft' for completion at a later stage
- submit the form by clicking on the button 'Submit Form'



The status of the referral can be viewed under 'Documents > My Forms'. There are three different statuses:

Pending Approval	the referral is awaiting review by Auxus management.
Completed	the referral has been approved and the candidate has commenced employment. this triggers a referral bonus payment request to Auxus
Rejected	the referral is incomplete and requires your attention or; the candidate will not be offered employment.

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4.3. Referral Bonus Payouts

A referral is considered successful when the candidate has secured a permanent role with Auxus. The total referral bonus is $500.00 per successful candidate, and payment will be made once the employee has passed 6 months' probation period and remains employed in a permanent position.

The request for payment will be processed as an expense claim by Auxus on behalf of the employee. The payment will be issued by Finance within 4 weeks of each milestone being met into the referring employee's bank account.

Employees can choose to donate their referral bonus. Auxus preferred charity provider is Youth Homelessness - Property Industry Foundation (pif.com.au). Auxus can assist making the donation directly to this charity or employees can make the donation themselves or choose another charity to support.

5.0. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Employees	promote and utilise the employee referral program
Client Account Managers & Operations Managers	promote the employee referral program and; reject/approve employee referrals in accordance with this policy
Hiring Managers	promote the employee referral program and; initiate and complete the recruitment process for candidates
National Operations Director & National Operations Coordinator	review completed employee referrals for eligibility of referral bonus and; complete expense claims on behalf of employee
Finance	process referral bonuses

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6.0. LOG OF CHANGE

DATE	AMENDMENTS	AUTHORISED BY	REVISION
01/05/2025	N/A	Hardeep Kaur	1
21/08/2025	Align policy with Glad Group policy	Michelle Pecnik	2

Authorised by:

Ann Shanahan
Acting Head of People & Culture

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