



To support DUAL’s talent pipeline and access industry talent, DUAL encourages those within our external network to refer friends, acquaintances and colleagues who may share our company values to help make our business a success.

## **External Recruitment Referral Scheme – Terms & Conditions**

### **Definitions**

Under the External Recruitment Referral Scheme Terms and Conditions, the following words shall have the meaning:

“Candidate” means an individual who applies for a position/s with DUAL and undertakes the recruitment process.

“DUAL” means DUAL Australia Pty Ltd and DUAL New Zealand Limited.

“Group” means all businesses, companies, and entities under Howden Group Holdings (excluding employees of DUAL Asia Pacific).

“Referrer” means an external individual who participates in the Scheme by referring eligible friends, acquaintances, and colleagues to become Candidates.

“Reward” means a gift voucher or equivalent non-cash Reward.

“Scheme” means the External Recruitment Referral Scheme.

### **Scheme Duration**

The External Recruitment Referral Scheme comes into effect from 1 October 2023 and will run on an ongoing basis.

### **Eligibility**

Everyone within DUAL’s external network (excluding DUAL Asia Pacific Employees and Group Employees) are eligible to receive a Reward where:

- a) DUAL is using external referrals to help fill the vacant position
- b) The external Referrer has referred a successful Candidate for a current vacant position
- c) The external Referrer is 18 years or older at the time of the referral
- d) The external Referrer is an Australian or New Zealand citizen, permanent resident or current visa holder

- e) The referred Candidate is not a current Candidate or a Candidate who has already been referred by a DUAL or Group employee or external individual or party including recruitment agency in the previous 12 months
- f) The external Referrer is an individual and not a company, business or entity
- g) The external Referrer is not an employee of or affiliated with a recruitment agency, recruitment consultants or similar
- h) Candidates can only be referred once. In the event that a Candidate is referred more than once, only the first person to refer that Candidate will be eligible for a Reward under this Scheme
  - i) The external Referrer is not referring themselves as the Candidate

## Process

DUAL will advertise vacancies externally, outlining the specific skills and qualifications required.

Where a Candidate is referred to DUAL by an external Referrer, the Candidate must note the name of Referrer at the time of applying.

If the Candidate is successful, DUAL will obtain the details of the external Referrer from the Candidate and make contact at the time the Reward is due to be given.

In all cases where DUAL Australia and New Zealand asks for external Referrers for applicants for a vacant position, the selection process will continue to ensure that it is fair, consistent, and all company policies including Equal Employment Opportunity are met.

It is at management's discretion whether they will need to use other methods to attract further applicants such as recruitment consultants, and when they will employ their use.

## Provision of the Reward

The referral Reward will be issued in the form of a gift card for the value of \$500 AUD/\$500 NZD. DUAL reserves the right to offer an alternative Reward of the same value at any time.

Payment of the external referral Reward will be made when the new employee passes their probationary period and has been with DUAL for a period of six (6) months. This applies to all permanent and maximum-term employees with a contract of 12 months or more. The external referral Reward cannot be redeemed or exchanged for cash value. There are no limits to the number of referrals an individual can make.

The successful Candidate must provide the contact details for the external Referrer within three (3) months of passing the probationary period for the referral Reward to be issued. The Candidate is responsible for providing the full and accurate information requested by DUAL in connection with the Scheme. Such information includes, but is not limited to, contact details about the Referrer.

The Referrer and Candidate agrees that DUAL will not be held liable for any loss or claim arising out of the use of any of the vouchers or products in this Scheme and waive all claims against DUAL.

## Reservation of rights

DUAL reserves the right to revise, amend or replace the terms and conditions of the External Recruitment Referral Scheme at any time, and to terminate this Scheme without any prior written notice.

DUAL reserves the right to exclude participants who do not meet the eligibility criteria outlined as part of this policy or who have been found to have been acting criminally or otherwise improperly.

## Privacy

The DUAL External Recruitment Referral Scheme requires the Candidate to obtain permission from external Referrers prior to providing their personal information to DUAL.

The information collected by DUAL is for the purpose of this Scheme only and will not be used for any other purpose. This information will be stored electronically and unless external Candidates are already in our database for such purposes, the Referrer will not be advertised to or contacted for any other purpose.

Human Resources is responsible for the implementation and review of this Scheme and the Terms and Conditions and is able to provide any advice and information in relation to the Terms and Conditions.

## DOCUMENT REVIEW AND APPROVAL

Version	Status	Date	Reviewer	Comments
V 0.1	Draft	TBC	ANZ HR Manager	
V 0.2	Final	01/09/2023	Recruitment Officer	Approved by General Counsel and HR Team