



## **Employee Referral Program (ERP)**

### **Program Purpose and Overview**

The Remington Group Employee Referral Program is designed to reward and encourage eligible employees who wish to contribute to the long-term success of the company. By participating in this program, employees help strengthen the organizational talent pool and actively contribute to growing the business.

### **Eligibility and Exclusions**

While participation is widely encouraged, specific eligibility rules apply to who can receive a referral payment. All permanent employees of Remington Group are eligible to participate in the program, with explicit exceptions. Members of the Board, members of the Senior Management Team (SMT), and all staff within the Human Resources team are excluded from participating and cannot receive referral payments.

Additionally, to remain eligible for a referral payout, the referring employee must be actively employed by the company at the exact time the payment is due to be paid. Any employee who is serving a notice period, whether due to resignation or termination, at the time of payment will forfeit the bonus.

There are also strict exclusions regarding relationships. A referral payment will not be paid for introducing any immediate or extended family member, spouse, de-facto or romantic partner of any existing employee of Remington Group. Furthermore, any supervisor outside of the SMT who refers a candidate who will ultimately become their direct report is excluded from receiving a referral payment.

### **Qualifying Positions and Scope**

This policy applies to the referral of prospective talent for vacant positions across all Remington Group offices and branches. To qualify for the program, the vacant position must fall into one of three specific employment categories:

- a permanent full-time position,
- a permanent part-time role with a capacity of 0.6 FTE (which equates to three days a week or more), or
- a fixed-term contract role with a duration of six months or more.

This policy does not apply to casual employees, trainees, or standard contract employees.

### **Submission Guidelines and Validity**

To ensure fairness and accurate tracking, introductions of referred candidates must be submitted strictly via email. Submissions must be sent only to the dedicated HR email addresses,

- [hrsupport@remington.com.pg](mailto:hrsupport@remington.com.pg) or [hr@remington.com.pg](mailto:hr@remington.com.pg).

The company will not accept referred candidates via direct emails to individual members of the HR team, nor will we accept physical, hand-delivered applications.



Once an ERP referral introduction is submitted, it remains valid for a maximum period of six months from the date of submission. After this six-month period, the referral automatically expires. The HR team will not send any expiration notifications to either the referring employee or the referred candidate.

#### **Payment Terms and Conditions**

A referral bonus payment becomes payable to an eligible employee only after a successfully referred candidate is formally offered and accepts a position with the company. However, the actual payout is deferred until specific service milestones are met. The payment will be processed only after the referred candidate successfully completes their standard probationary period or completes a minimum of six months of continuous service.

At the exact time the payout occurs, both the referring employee and the referred candidate must be actively employed by Remington Group. Neither individual can be serving any notice period that will lead to the separation of their employment.

#### **Reward Structure and Calculations**

All referral bonus amounts are specified as gross figures, meaning they are subject to standard income tax. These bonuses are processed and distributed to the eligible employee through the company's normal payroll process. The base payout amount is determined by the tier of the role being filled:

- For a successful referral into any support level role, which includes positions such as administrators, officers, associates, or any other general candidate for support roles in the company, the eligible employee will receive a gross payment of PGK 500.00.
- For a successful referral into any supervisory, team leader, or managerial role, including Account Manager, the eligible employee will receive a gross payment of PGK 1,500.00.
- For a successful referral into a Senior Management Team (SMT) level position, the eligible employee will receive a gross payment of PGK 3,500.00.

#### **Pro-rated and Apportioned Payouts**

If a referred candidate is hired into a part-time position or a fixed-term contract rather than a permanent full-time role, the referral payment will be apportioned and reduced accordingly.

As a practical example,

- if an employee refers an ISP Engineer who is hired to work a part-time schedule of 0.6 FTE, the fully apportioned payment will be a gross amount of K300.00.
- if an employee refers a Service Administrator who is hired on a six-month fixed-term contract, the calculated, apportioned referral payment will be a gross amount of K250.00.

#### **Policy Control**

This policy is subject to change only upon the explicit written approval of the CEO of Remington Group.