

Employee Referral Programme (NZ & AU)

November 2022

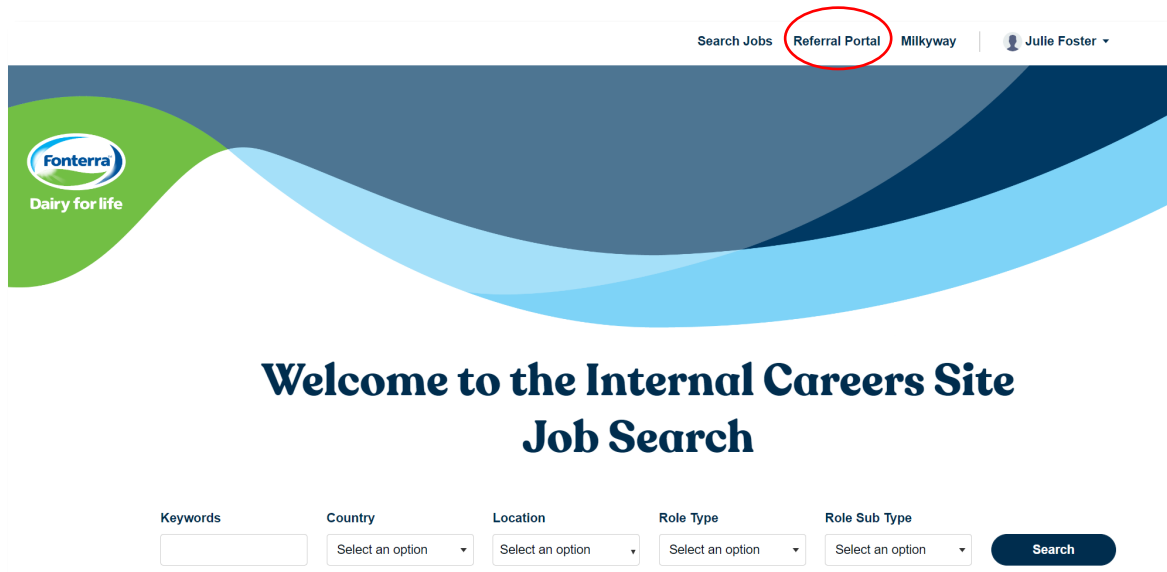
Introduction

At Fonterra we take pride in attracting and hiring exceptional people. As we continue to grow, we are constantly in search of talented individuals; these people come from all kinds of backgrounds including your friends and whanau, or from your social and professional networks.

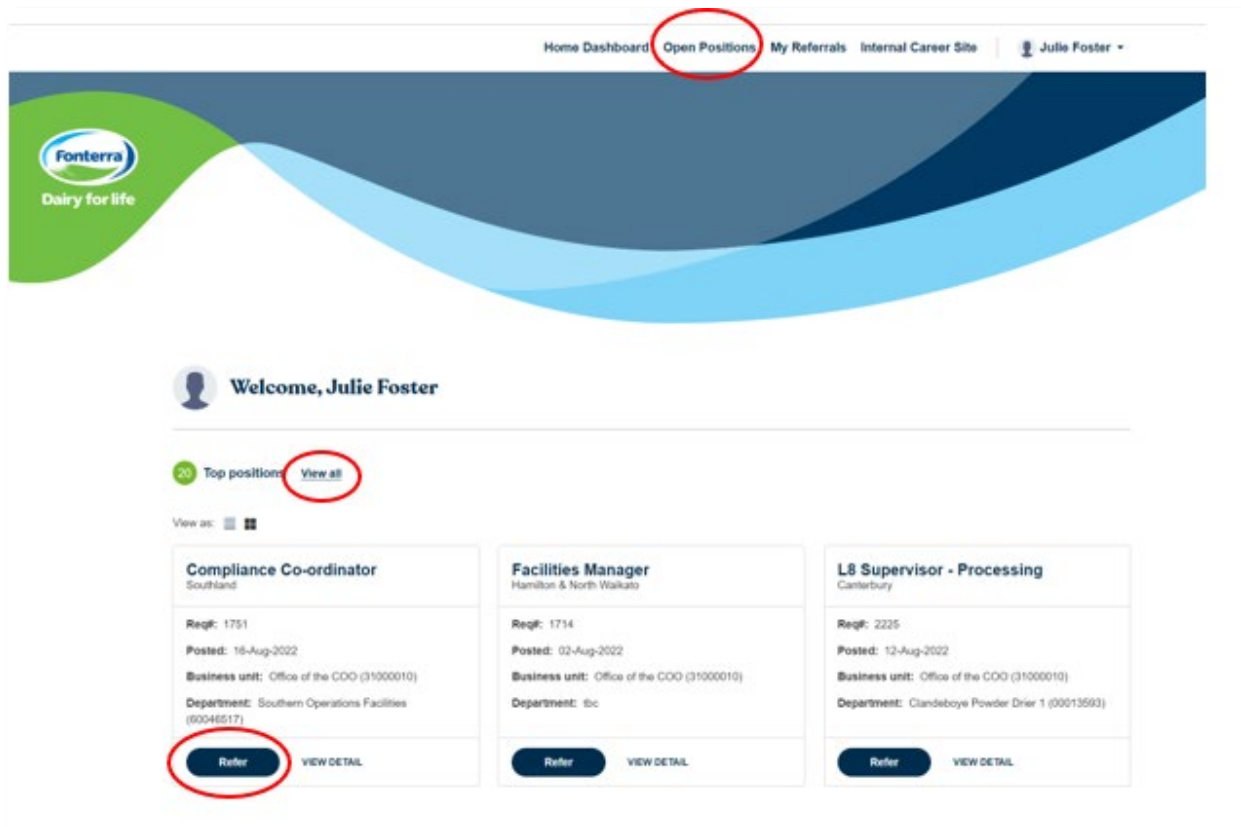
The Employee Referral Programme is designed to reward our people who refer someone who we consequently employ.

Submitting a Referral

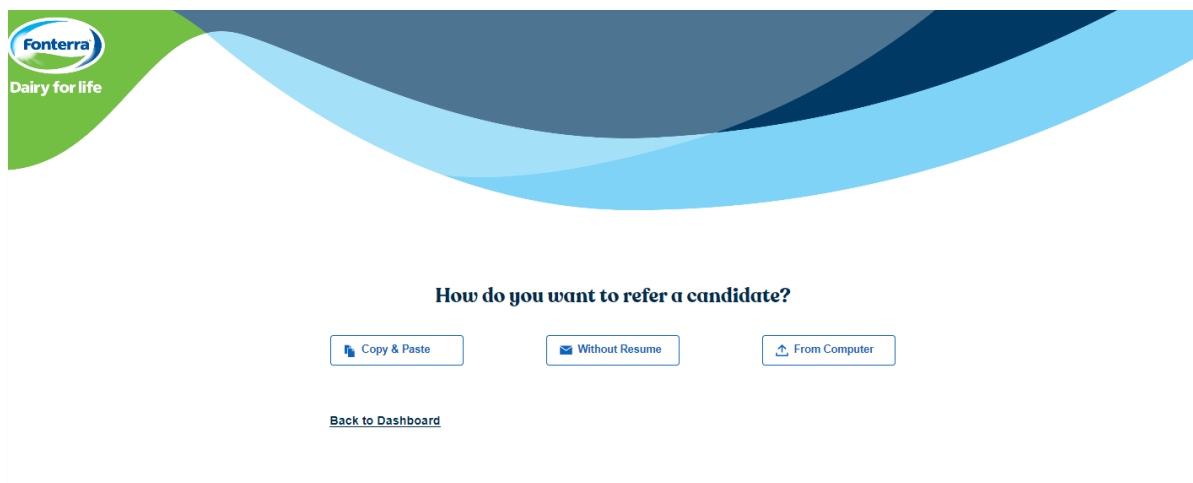
Step 1. Go to the [Internal Careers Site](#) and navigate to the Referral Portal tab on the top menu.



Step 2. You will be directed to your **Home Dashboard** where you will be able to see a snapshot of current open vacancies being advertised externally and also search all current openings either clicking on the **View All** button or by navigating to **Open the Positions tab** on the top menu. When you have found the role you wish to refer your candidate click on the **Refer** button.



Step 3. If you don't have the CV of the person you wish to refer select the **Without Resume** button. This is the easiest and simplest way to refer, all you need is their first and last name, email address and mobile phone number to successfully submit your referral.



Step 4. Once you have submitted your referral there will be a visual indicator that the candidate was referred to this position on your Home Dashboard and in your My Referral tab.

Email fonterra.jobs@fonterra.com or your Recruitment Business Partner if you require further support in submitting a referral.

Please note that only referrals made through the processes outlined above will be eligible for the reward.

The programme is only available to roles advertised externally.

Receiving Your Reward

If the candidate is successful in their application for the role, you will receive a \$500 Visa Prezzy Card as our way of saying thanks! Once they start working for us, your reward will be sent to you via the internal mail. Visa Prezzy Cards are distributed on a quarterly basis so you can expect to get your card within 12 weeks after your referral has started employment.

Conditions and Eligibility

- All permanent and fixed-term employees, and contractors* are eligible. Temporary workers are not eligible to participate in the programme.
- The reward applies for the following types of employment with Fonterra:
 - Permanent (including part-time)
 - Fixed-term (minimum 4-month engagement)
 - Contractors (minimum 4-month engagement)
- There is no limit to the number of referrals you can make.
- The programme is not retroactive to previous hires, and past employees and active candidates (candidates that have already applied for a role within Fonterra or have been active in another Fonterra Talent Pool) in the previous 24 months from referral submission do not qualify for a reward under this programme.
- Referrals expire twelve months after the date the referral was submitted. If someone who has been referred accepts employment with Fonterra after this date, no reward applies.
- The Fonterra recruitment team and/or any employees participating in the selection or hiring process are not eligible to participate in the programme for that particular role as this could pose a potential conflict of interest.
- If more than one referrer refers the same referral, the person who referred them first will qualify for the reward (i.e., rewards will not be split).

* For the purposes of the Employee Referral Programme, a contractor is someone who has a rate of pay calculated on a daily basis and has been engaged via our recruitment team (direct engagement or via a recruitment agency). This does not include situations where a MSA applies, or to third-party suppliers. Exceptions to this will be reviewed on a case-by-case basis.