

Employee Referral Programme (NZ & AU)

June 2021

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

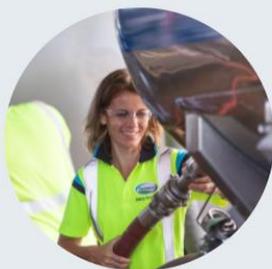
There are **two separate processes** for making a referral dependent on the type of role you are referring someone to:

1. For all Process & Packing, Tanker, Forklift and Lab Operators please follow these steps:

Refer your friend to our www.Fonterra.com/careers page where they can apply directly to the role they are interested in:

Where will a career with Fonterra take you?

Let your journey start here.



Tanker Operations

+ QUICK VIEW



Process & Packaging

+ QUICK VIEW



Forklift Operators

+ QUICK VIEW



Lab Technicians

+ QUICK VIEW

During the application process your referral will need to enter your name and email to be loaded against your profile. **Please remind your referral to enter in your details.**

Were you referred to this position by a current Fonterra employee? *

- Yes
- No

Can you please provide their name and Fonterra email address?

Fraser Whineray fraser.whineray@fonterra.com

What is your most preferred site to work at? *

Eltham – Bridge St

Are there any other sites that you would be interested in working at?

Whareroa

Eltham – Collingwood St

Pahiatua

2. For all other roles please follow these steps:

| | |
|---------------|--|
| Step 1 | Navigate to MY FONTERRA > Careers. |
| Step 2 | Locate the role that you are referring a candidate for. On the right-hand side, click “Select Action” to open the drop-down menu. |
| Step 3 | <p>Click “Refer Friend to Job.” NOTE: If the role is not advertised externally, this button will not appear</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Expressions of Interest - Vendor Services 👤</p> <p>Requisition ID: 2961 - Posted on 30/11/2020 - Hamilton - New Zealand Finance & Commercial</p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Expressions of Interest - Customer Services 👤</p> <p>Requisition ID: 2963 - Posted on 30/11/2020 - Hamilton - New Zealand Finance & Commercial</p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Select Action ▾</p> <p>✎ Apply</p> <p>📄 Save Job</p> <p>✉ Email Job to Friend</p> <p>➔ Refer Friend to Job</p> </div> |
| Step 4 | Enter in the relevant details and attachments and click “Send.” |
| Step 5 | Once you have submitted the referral, there will be a visual indicator that the candidate was referred to this position. |

Contact HROperations@Fonterra.com 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.

Contact HROperations@Fonterra.com if you have any questions on when you can expect to see your referral reward.

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).
- Prezzy cards are distributed on a quarterly basis so expect to get your card within 6 weeks after your referral has started employment.

** 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.*