

Purpose

The Whitehaven Coal Employee Referral Program provides an incentive to current Whitehaven employees for successfully referring new talent to the business. This policy outlines Whitehaven's approach to offering the referral bonus.

Definitions

Applicant

Applicants are candidates not currently employees with Whitehaven Coal. Referred applicants cannot be current employees of Whitehaven Coal in any capacity, including temporary, fixed term or contacted via a third part.

Referring Employee

All employees engaged in permanent full-time or part-time positions at Whitehaven Coal are eligible to receive a referral bonus, except for:

- Senior level management personnel (General / Group Manager and above)
- All People & Culture employees; and
- Selecting leader / supervisor or other person associated with the selection of the candidate.

Referral Bonus Criteria

The criteria are as follows:

- a. The referring employee must be employed on the day the applicant successfully completes 6/12 months service.
- b. Direct Permanent hires only – Not via a third party.
- c. Payment of the referral bonus will be applied to the next pay period and subject to PAYG taxation.
- d. Bonuses are paid if the applicant is hired within 12 months from the referral date.
- e. Bonuses are not paid on rehires.
- f. Bonus are for operational, technical and leadership appointments, including trade and experienced operators, health safety and environment, operations and project delivery professionals. The bonus payment is applicable to all roles across Whitehaven Coal.
- g. The bonus can be modified or discontinued should circumstances require.
- h. Bonus payments will be denied if any employee improperly makes promises or assurances of employment to prospective or actual candidates, or otherwise engages in improper or inappropriate conduct related to this program or other workplace activities.

Referral Bonus Amount

The bonus will be paid as two instalments.

1. 50% at successful completion of the referral's probation period (6 months); and
2. 50% at successful completion of the referral's 12 months service.

Employee Type	Bonus Value	Employee Examples
Professional Employees – Technical & Leadership	\$4000.00	Includes HSE, Operations & Project Delivery
Operational Employee	\$4000.00	Includes Trades, and experienced Operators

Referral Process

Step One: The applicant must apply to the relevant vacancy or general expression of interest via the Whitehaven Coal career page and complete the applicable fields stating:

1. Referring Employees Name

Step Two: The referring employee must submit a referral form via the Intranet and complete the applicable fields.

Step Three: A member of the Whitehaven Coal Recruitment Team will contact the referral and then be the referrals main point of contact throughout the recruitment process, with regular updates provided to the referring employee.

Reference Documentation

This procedure should be read in conjunction with the Company's other policies and procedures, including;

- Code of Conduct; and
- Whitehaven Coal Recruitment Policy.

Employee Referral Program Policy

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