

INTERNAL ANNOUNCEMENT

LEVEL 3 COMMUNICATION: INFORMATION

EMPLOYEE REFERRAL SCHEME

Employee referrals play a key role in building a diverse and high-performing workforce, and we would like to offer you an incentive to leverage your existing networks and help bring exceptional talent to KAEFER UK & Ireland. With that in mind, we are delighted to launch our Employee Referral Scheme!

ELIGIBILITY CRITERIA FOR REFERRALS

The following referrals are eligible:

- Individuals not currently already employed directly by KAEFER, or as a contractor.
- Individuals who have not applied directly for a KAEFER vacancy in the last 12 months.
- Individuals who have not been in the company's talent pool in the last 12 months.

The following are not eligible:

- Former KAEFER employees (permanent or contractor) who left within the last 12 months.
- Candidates who have already applied or been considered for a role in the past 12 months.
- Speculative referrals not linked to an advertised vacancy.

IDENTIFY A CANDIDATE

Choose someone from your professional or personal network (e.g., friend, neighbour, ex-colleague, or family member) who fits the requirements of a vacancy which has been marked as eligible for referral.

SUBMIT THE REFERRAL

- Email the candidate's CV to Careers.uki@kaefer.com (ensure that you have the candidate's permission to do this).

- Remember to include the job title of the vacancy being referred - speculative applications will not be accepted.

RECRUITMENT PROCESS

- Referred candidates will be assessed through the standard recruitment process alongside any other candidates who may apply.
- The final hiring decision will be based on qualifications, experience, skills, and cultural fit.

REFERRAL BONUS

• Eligibility for Payment

If the referred candidate is hired, they must complete an initial employment period and successfully pass probation.

The individual's Line Manager must confirm satisfactory performance before the referral bonus is paid.

• Payment Details

The referral bonus will be included in the referring employee's next salary payment once eligibility is confirmed, as above. Standard tax and national insurance deductions apply.

The amount of the referral bonus depends on the classification of the vacancy: standard = £250, Premium = £350.

KAEFER UK & Ireland may amend or withdraw the Employee Referral Scheme at any time. Updates to the Scheme will be communicated through internal channels as appropriate.

Do you have any questions? Contact Careers.uki@kaefer.com