



## FAQ

This FAQ provides **Schlam People Solutions** employees with an overview of our PayTopper Employee Referral Program and the conditions in which the program operates.

### What is PayTopper?

PayTopper is Schlam's employee referral program. PayTopper is designed to reward our employees for helping source suitable and highly skilled candidates to join our team. We are looking to drive the engagement of high quality, long term and talented employees to Schlam People Solutions.

### How much do I get paid?

The bonus is calculated on the billable hours worked by the referred employee in the set 6-month period x the level of the referral [Level 2, 3 or 4]

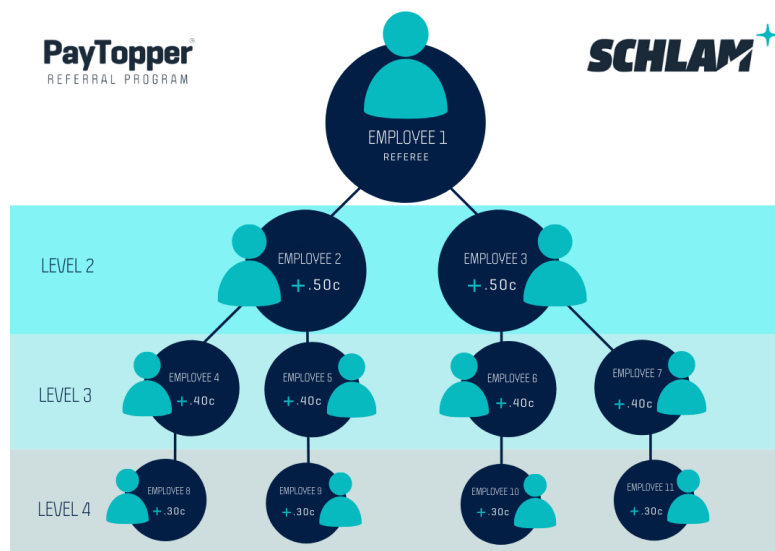
**Level 1** That's you

**Level 2** Direct referrals = \$0.50 per hour worked

**Level 3** People your direct referrals have referred = \$0.40 per hour worked

**Level 4** And so forth = \$0.30 per hour worked

Please refer to the PayTopper Pay Chart for a detailed breakdown of your earning potential below:



### What makes a candidate suitable for a referral?

Schlam is seeking assistance from employees to help us fill critical roles across the business. The role types are reviewed quarterly and published on [schlam.com/paytopper](https://schlam.com/paytopper). They are typically highly skilled operations or trade-based roles. So, if you know people who are suitably qualified for any of our critical roles, get them to provide you with their resume and lodge an application using the [PayTopper Referral Form](#).

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### **What positions are eligible for a referral?**

- Heavy Duty Mechanics
- Boilermaker/ Welders
- Auto Electrician
- High Voltage Electricians

### **What makes a candidate deemed ineligible?**

We are seeking candidates who are not already known to us and therefore the following exclusions apply:

- Candidates who are current subcontractors and labour-hire employees working with Schlam
- Candidates that have been previously employed by Schlam either as direct employees or subcontractors in the prior 12 months of being referred
- Candidates who do not qualify as a critical function role
- Contractors or employees in a temporary position with Schlam

### **Is there a limit on how many people I can refer?**

No. There is no limit to referrals; the more you refer, the more you could earn. However, we are only seeking suitably qualified candidates for the eligible referral roles only.

### **I am a new starter. Am I eligible to participate in PayTopper?**

Yes! We encourage all Schlam People Solutions employees to get involved, especially our new starters.

### **I am a contractor. Can I refer people and get paid?**

Unfortunately, no. This is only open to employees of the Schlam People Solutions.

### **Can I refer an existing contractor?**

Unfortunately, no. They are already known to us.

### **Can I refer an ex-employee?**

Yes, but only if they left in good standing, more than 12 months ago.

### **I work at Schlam Head Office or another division of Schlam. Can I refer people and get paid?**

Unfortunately, no. You must be in a trade-based role working for Schlam People Solutions.

### **Why are HR, recruitment, and managers not eligible to receive a referral bonus?**

Leaders, HR and recruitment have an inherent responsibility to attract and retain employees into the business and therefore it is essentially already a part of their job. As these people often make decisions on employment, there is also a conflict of interest and therefore they are not eligible to participate. They of course can (and should) continue to refer candidates, but unfortunately, they are not eligible for PayTopper.

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### **What happens once I submit my referral?**

The recruitment team will review the [PayTopper Referral Form](#) and screen the potential candidate as they are submitted. New candidates should expect to be contacted by a Schlam team member within 72 hours of their referral. Should they be deemed suitable, they will progress through the recruitment process (all standard medical and probity checks apply).

Your Business Unit Manager will then receive notification about your referral. You will be notified by email if they have been accepted as a qualified referral. The candidate must remain employed by Schlam for at least three months before your PayTopper payments will commence. Your Business Unit Manager will provide details on what to expect.

Schlam reserves the right to add, cease or change these guidelines at its discretion and without notice.

### **What do I have to do to get my payment?**

We recommend that you have a conversation with those people in your network who may be suitable and have personal qualities that align with our ideology. Should they be interested in a career with Schlam, you will need to submit their resume through the [PayTopper Referral Form](#). Then wait for the recruitment process to finalise, and once they are hired and commence employment for more than three months, you will be notified when payments will start.

### **Does the candidate I referred stay connected to me as a referral forever?**

If the candidate's employment is terminated, or if you have left the company, the referral payments will cease.

### **What happens if I had referred a candidate and another employee referred the same candidate?**

There can only be one referral per candidate. If more than one person refers the same candidate, the incentive will be awarded to the referrer who completed the PayTopper Referral Form first.

### **Who do I speak to if I have any issues or further queries with PayTopper?**

We recommend you reach out to your Business Unit Manager first. If they are unable to answer your question, please contact the Human Resources team via [humanresources@schlam.com](mailto:humanresources@schlam.com)

### **Where do I go for more information?**

For further information on all things related to PayTopper please visit [schlam.com/paytopper](https://schlam.com/paytopper) or the Schlam Above Rewards Portal [above.schlam.com](https://above.schlam.com), or email [humanresources@schlam.com](mailto:humanresources@schlam.com)