

## PFP Employee Referral Program (AU/NZ)

### Purpose of this Policy

The purpose of this Employee Referral Program is to:

- attract capable and values-aligned candidates for vacant roles;
- recognise and reward employees who contribute to the recruitment process by referring successful candidates;
- leverage the knowledge and networks of our existing employees to identify high-potential individuals who align with our company culture and values; and
- help promote brands in a positive light.

This policy applies to all permanent employees of Propel Funeral Partners Limited and its subsidiaries (each subsidiary referred to as "Company" and all subsidiaries referred to as "Group").

### Eligibility for Referral Bonus

To be eligible for a Referral Bonus, the following conditions must be met:

- the referring employee must be a current permanent employee in good standing (e.g. not subject to disciplinary action) at the time of both the referral and the bonus payout;
- the referred candidate must be a new applicant to a Company/Group (not a former employee);
- the referred candidate must be employed into a permanent, full-time, or part-time position (fixed term contract and casual roles are typically excluded, unless specified otherwise);
- the referred candidate must successfully complete their probationary period; and
- the referring employee must complete the referral form and meet its requirements.

### Ineligibility for Referral Bonus

The following individuals are **not** eligible for a Referral Bonus:

- hiring managers or anyone directly involved in the hiring decision for the referred candidate;
- Human Resources ("HR") team members; and
- employees who refer immediate family members (spouse, parent, child, sibling).

### Referral Process

The referring employee must send a completed Employee Referral form with the candidate's CV to HR via email before the candidate applies for the position.

### Bonus Amount and Payment

The Referral Bonus amount is \$1,000 gross for each successful referral. Note the \$1,000 is in local currency (i.e AUD or NZD depending on where the referred candidate is employed).

Payment of the Referral Bonus will be processed after the referred candidate has successfully completed their probationary (AU) or trial period (NZ). The referred candidate must have:

- completed their probation period;
- worked within the business for at least 6 months; and
- all other eligibility requirements have been met.

Payment will be made through the referring employee's regular payroll cycle.

## Bonus Forfeiture

The Referral Bonus will be forfeited if:

- the referring employee is no longer employed at the time the bonus is due to be paid;
- the referring employee is not in good standing with the Company; and / or
- the referred candidate leaves the Company before completing the probationary period.

## Administration

HR is responsible for administering the Employee Referral Program, including:

- maintaining the referral form;
- tracking referrals and eligibility (referral form is to be submitted to HR with candidate's CV) prior to employment contract being issued;
- approving referral payments; and
- updating the policy as needed.

Should you require any further information on this policy, please speak with your General Manager and / or HR.

The Group reserves the right to modify or terminate this Program at any time, with or without notice.

<b>Launch Date:</b>	1 May 2026
<b>Reviewed and Authorised by:</b>	Human Resources and CO-CEOs
<b>Review Date:</b>	1 May 2028