

K&F Fabrications – Senior Boilermaker Referral Reward

Terms and Conditions

1. Who is offering this

This offer is made by GL Manufacturing Pty Ltd (ABN 56 680 070 731) trading as K&F Fabrications ("K&F", "we", "us").

2. What is on offer

There are two separate and independent rewards:

(a) Referral Reward – \$1,000, payable to a person outside K&F who is validly nominated as the referrer of a candidate we hire, where that candidate meets the Qualifying Condition in clause 8.

(b) Retention Reward – \$1,000 (gross), payable to the successful candidate themselves where they meet the Qualifying Condition in clause 8.

Only one Referral Reward is payable per person hired, and no person can receive more than \$1,000 in total in connection with any single hire.

You do not need a referrer to apply. Anyone who thinks they are the right fit can apply directly, and if you get the job you are eligible for the Retention Reward in your own right. The Retention Reward is paid to whoever fills the role, referred or not. What you cannot do is be your own referrer in order to claim both – it is \$1,000 either way.

3. The role

The offer applies to the position of Senior Boilermaker based at our Kuluin workshop, and to no other role, unless we say otherwise in writing.

We intend to appoint our workshop foreman from within, from someone who has come up through this role and knows how we work. That is a genuine pathway, not a guaranteed appointment or a term of employment, and nothing in this offer or in any advertisement for the role promises promotion to any candidate.

Selection for this role includes a practical weld test. No reward is payable in respect of a candidate who does not pass it.

4. Two ways to nominate

There are two ways a referrer can come to be in line for the Referral Reward. Both are optional – if you are applying on your own behalf and nobody sent you, just apply. Clause 2(b) still applies to you.

Route A – the candidate names their referrer. If someone told you about the role and you want them paid, you name them when you apply.

To be valid, a Route A nomination must:

- be made by the candidate in writing (submitted via application form on our website or by email to admin@kffab.com.au);
- name the referrer in full, with an email address; and
- be received at or before the candidate's first interview with K&F.

Nominations received after the first interview will not be accepted.

Route B – the referrer puts a candidate forward. If you know someone who would suit the job, you can put their name forward yourself, using the nomination form on our website or by email to admin@kffab.com.au.

To be valid, a Route B nomination must:

- name the candidate in full, with an email address;
- name the referrer in full, with a contact phone number or email;
- confirm that the referrer has spoken to the candidate before making the nomination, and has their permission both to put their name forward and to give K&F their contact details; and
- be received before the candidate applies for the role and before we have otherwise contacted them about it (see clause 7).

A Route B nomination is not an application. It does not put the candidate in the running for the job and it does not commit them to anything. They still have to apply themselves and go through the same process as everyone else. If they never apply, no Referral Reward is payable.

Nominations under either route can only be made while the offer is open (clause 15).

5. What happens when you put someone forward

When we receive a Route B nomination, we email that person once. We tell them who put their name forward and what the job is. If we do not hear back, that is the end of it – we will not chase them, and we will not contact their employer or their workshop.

They can ask us to delete their details at any time, for any reason, with no explanation needed, by emailing admin@kffab.com.au. If they do, the nomination lapses and no Referral Reward is payable in respect of it. They remain free to apply for the role in their own right, and clause 2(b) still applies to them if they do.

6. Who can be a referrer

To be eligible, a referrer must be aged 18 or over, hold an Australian bank account, and must not be:

- (a) a current K&F employee, director, or a member of their immediate family (K&F employees are covered by our separate internal referral scheme);
- (b) the candidate's current manager, supervisor or leading hand;
- (c) an employee, officer, contractor or owner of any K&F client, customer or supplier;
- (d) a recruitment agency, employment agent, labour hire provider, or a person acting in the course of a business of finding work for others; or
- (e) the candidate themselves — you cannot be your own referrer, but you remain eligible for the Retention Reward under clause 2(b).

We may decline any nomination at our discretion, including where accepting it would in our view create a conflict of interest or damage a commercial relationship, or where a nomination appears to have been made in bulk, speculatively, or without a genuine prior conversation with the candidate.

7. Which nominations attract a Referral Reward

This clause affects the Referral Reward only. It does not affect the Retention Reward, which is payable to whoever fills the role.

A nomination attracts a Referral Reward only if, at the time we receive the nomination, the candidate:

- (a) is not a current K&F employee or contractor;
- (b) has not been employed by K&F in the previous 6 months;
- (c) has not applied to K&F, or been contacted by K&F about a role, in the previous 6 months; and
- (d) was not already known to us as a candidate for this role.

We check our records against the date and time the nomination reaches us. If the candidate is already in our system, no Referral Reward is payable — but they can still apply, still be hired, and still receive the Retention Reward under clause 2(b) in the ordinary way.

8. Qualifying Condition

A reward becomes payable only if the candidate:

- (a) is offered and accepts employment with K&F in the role described in clause 3;
- (b) commences employment; and
- (c) on the date three months after their start date, remains employed by K&F and is not under notice of termination, given or received.

Periods of unpaid leave do not count toward the three months and will push the qualifying date out accordingly.

If employment ends for any reason before that date, no reward is payable. There is no partial or pro-rata payment.

9. Payment

Referral Reward

We will pay within 30 days of the qualifying date. Before we can pay you, you must either:

- provide a valid ABN and a tax invoice; or
- complete an ATO Statement by a supplier form (NAT 3346), if you are genuinely not carrying on a business.

If you provide neither, the law requires us to withhold 47% of the payment and remit it to the ATO. You are responsible for your own tax on this payment. We do not pay superannuation on it.

Retention Reward

Paid to the employee through payroll in the pay period following the qualifying date, as a gross amount. PAYG withholding and superannuation apply, so the amount received will be less than the gross figure.

10. One reward per hire

Only one Referral Reward is payable per person hired, regardless of how many people claim to have referred them and regardless of which route the nominations came through.

Where more than one person is named as referrer for the same candidate, the reward goes to the person named in the first valid nomination we receive, by date and time of receipt. This applies across both routes – a valid Route B nomination received on the Monday takes priority over a Route A nomination naming someone else received on the Tuesday.

Where the order of receipt cannot be determined, our decision is final and the reward will not be split.

11. Referrer's confirmations

By accepting a Referral Reward, the referrer confirms that:

- (a) before the nomination was made they had spoken to the candidate, and had the candidate's consent to be named as their referrer and to have the candidate's contact details passed to K&F;
 - (b) they are not acting in breach of any contract, restraint of trade, non-solicitation clause, confidentiality obligation or duty owed to any employer or principal;
 - (c) they have not used any confidential information belonging to any employer or principal in connection with the referral;
 - (d) they are not acting as the agent or representative of any employer, principal or third party in making the referral, and are not receiving any other payment in connection with it; and
 - (e) they have disclosed the referral to their employer where any duty to do so exists.
- If any of these turns out to be untrue, no reward is payable and we may recover any amount already paid.

12. No employment or agency relationship

Nothing in this offer makes the referrer an employee, contractor, agent or representative of K&F. Referrers are under no obligation to refer anyone, to recruit, or to do anything at all. K&F does not authorise any person to solicit candidates on its behalf.

13. No obligation to hire

We are not obliged to interview, shortlist or employ any candidate, and we may fill the role by any other means.

14. Privacy

We use candidate and referrer details only to administer this offer and our recruitment process.

Where a candidate is put forward under Route B, we collect their name and contact details from the referrer rather than from them. The first time we contact that person, we tell them we hold their details, who gave them to us, and why. We do not disclose their details to any other party except as required by law, and we will delete them on request. We will tell the successful candidate who is receiving a Referral Reward in connection with their hire.

15. How long the offer runs

This offer is open until the role described in clause 3 is filled, at which point it closes automatically without further notice. If we later reopen the role, we may reopen the offer. We may also vary or withdraw the offer at any time by publishing an updated version. Nominations validly made before the offer closes or changes will still be assessed under

the terms in force when the nomination was received — including where the candidate's three-month qualifying date falls after the offer has closed.

16. General

These terms are governed by the laws of Queensland. Our decisions on eligibility and payment are final. Nothing here limits rights you have under the Australian Consumer Law that cannot be excluded.

Questions: Email admin@kffab.com.au or call 0434 150 468.