

1 Introduction

The STS Employee Referral Scheme is designed to encourage employees to refer qualified candidates for open positions within the Company. By leveraging the strength of our employees' networks, we aim to attract top talent and build a collaborative, high-performing workforce. The Employee Referral Scheme Policy outlines the steps and guidelines for employees to follow when making a referral.

This scheme is designed to be adaptable, subject to the needs of the business. The rewards, eligibility criteria, or even the types of roles eligible for referral may change based on the company's current hiring priorities and business demands, e.g. there may be times when referral rewards are temporarily increased for specific roles when project workloads are critical, to further encourage employee recommendations.

1.1 Eligibility Criteria

- ▶ **Type of Role:** The referred candidate must be hired into a permanent full-time, part-time role or a fixed-term contract role. Referrals for internships, short-term or seasonal roles are not eligible. Referrals resulting in the engagement of external contractors are not eligible.
- ▶ **Referring Employee Status:** The employee making the referral must be actively employed by the company at the time the referral bonus is paid to qualify for the payment.
- ▶ **Previous Applications:** The referred candidate must not have applied for any role within the company or have been referred in the past 12 months.
- ▶ **Referral Limit:** There is a maximum of 3 referrals per annum per employee. The referral must be submitted prior to a candidate applying directly.
- ▶ **Former Employee:** The referred candidate must not have been employed by the Company within the past 3 years.

1.2 Referral Scheme Exclusions

- ▶ Self-referrals or referrals of immediate family members for roles within the employee's own reporting line.
- ▶ Project managers, site managers, department managers, directors and members of the Human Resources Team.
- ▶ Any personnel directly involved in the hiring decision for the referred candidate.

1.3 Referral Process

- ▶ **Submit a Referral:** Employees can refer candidates by submitting their information through to the company's referral portal at [STS Employee Referral Scheme - Dussmann STS Group](#). The candidate will be sent an email link requesting approval for their details to be sent to STS.

- ▶ **Candidate Evaluation:** HR will review the referral and if the candidate meets the requirements for the role, they will be considered in the recruitment process.
- ▶ **Hiring Decision:** The referred candidate goes through the standard hiring process, including interviews and assessments as applicable. The decision to hire a referred candidate will be made based on their qualifications and suitability for the position, in strict accordance with the STS Group's Recruitment Policy and procedures, ensuring a fair and unbiased recruitment process.
- ▶ **Required Referral Information:** To facilitate a smooth and efficient referral process, employees are required to provide the following details:
 - Candidate's full name as shown on official identification documentation.
 - Contact Information such as valid phone number and email address.
 - A detailed CV outlining the candidate's qualifications, work experience, education, and any other relevant information.
 - Name and department of the employee submitting the referral. This is necessary for tracking the referral and ensuring appropriate recognition is given.

1.4 Referral Bonus

The referring employee will be entitled to receive a referral bonus upon the successful hiring and start of the referred candidate, according to the following structure:

- ▶ Entry-level Roles: €500 (e.g. newly hired apprentices and general operatives)
- ▶ Mid-level Roles: €1,500 (e.g. electricians, chargehands, administrative roles, supervisors, HSE personnel, quality advisors and engineers)
- ▶ Senior/Technical Roles: €2,000 (e.g. senior quantity surveyor, senior project manager, senior engineer, senior QAQC engineer or senior HSE personnel).

1.5 Payment Terms

The referral bonus will be issued as a cash reward, paid in two separate instalments as outlined below:

- ▶ First instalment: 50% of the referral bonus will be paid to the referring employee once the referred employee has completed a minimum of four weeks (one month) of continuous employment with the Company.
- ▶ Second instalment: the remaining 50% will be paid following the successful completion of the referred employee's probationary period (normally 6 months unless otherwise outlined in their employment contract).
- ▶ Taxation and Payment Method: Referral bonuses will be subject to applicable taxes and processed through payroll, with payment included in the next available pay cycle following the qualifying period.
- ▶ Both instalments will be subject to deductions in accordance with current tax regulations.

1.6 Confidentiality and Fairness

The Company is committed to maintaining the confidentiality and privacy of both the referring employee and the referred candidate throughout the recruitment process.

1.7 Compliance

Employees participating in the Employee Referral Scheme are required to adhere to the Company's code of conduct and uphold the highest ethical standards. Any attempt to manipulate or abuse the referral process will result in immediate disqualification from the scheme and may lead to disciplinary action, up to and including termination of employment.

If two or more employees refer the same candidate, only the first referrer will receive the referral reward. Referrers remain eligible for rewards even if a candidate is hired at a later time or for another position within a twelve month time-frame.

1.8 Modification and Termination

The Company reserves the right to modify or terminate the Employee Referral Scheme at any time, with or without prior notice, at its sole discretion. Employees can review any changes to the scheme by checking the latest version of the policy on SharePoint.

1.9 Acknowledgement

By participating in the Employee Referral Scheme, employees acknowledge that they have read, understood, and agreed to abide by the terms and conditions outlined in this policy.

1.10 Policy Enquiries

For any questions or support related to the Employee Referral Scheme, please refer to the official Company policies and guidelines, or contact the HR Department directly.

Signed:



Richard Hogan
Group Managing Director
STS Group

Date: 01/09/2025

Policy

Employee Referral Scheme

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Brief description:

This policy outlines clear steps and guidelines for submitting referrals under the Employee Referral Scheme.

Approval:

Name	Position / body	Approval date
<i>Richard Hogan</i>	<i>STS Group Managing Director</i>	<i>01.09.2025</i>

2 Purpose

The Employee Referral Scheme Policy outlines the company's procedures for referring suitable talent for the company. It emphasises the value of referrals, detailing rewards for successful referrals and conditions for participation. The policy ensures fairness, clarity, and promotes the hiring of quality candidates through employee networks.

3 Scope & Eligibility

The Employee Referral Scheme and the Employee Referral Policy

The scope of this Policy is: **"STS Group"**. This referral scheme is valid for all companies of the STS Group.

A list of the companies within the scope of application can be found in the current "Overview scopes of application and legal entities - Dussmann Group" ([Group-5-1.5-001](#)).

4 Annexes and Associated Documents

4.1 Annexes and Associated Documents

- No appendix

4.2 Associated Documents

- Group-1-1.8-001 code of Conduct (en).pdf
- STS-1-3.1-004 Recruitment Selection
- STS-1-3.1-007 Disciplinary Policy
- STS-3-3.1-001 Recruitment & New Hire Onboarding

Changes to previous versions

Version	Changes	Deleted	Added	Author	Effective Date
1.0	New Policy added to STS Suite of Policy's		all	PW/ SG/ & MC	01.09.2025