

HEAD OFFICE STAFF REFERRAL PROGRAM

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Applies to	All employees of Disability and Youth Group Management (DAYGM), including full-time, part-time and eligible casual employees

1. Purpose

The purpose of this referral program is to encourage Head Office employees to refer high-quality candidates to apply who align with DAYGM's values, culture, and commitment to supporting young people and participants.

This program is designed to help attract reliable, values-driven employees while recognising and rewarding staff who contribute to growing a strong workforce.

A commitment to diversity, equity, inclusion and belonging is built into the program's guidelines and evaluation process, to help ensure a diverse pool of referred candidates.

2. Scope

This policy applies to all permanent, full-time employees, who are eligible to participate in the DAYGM employee referral program.

Employees on other types of employment contracts – including part-time, casual, or contract arrangements – are not eligible to participate in the program.

3. Policy Statement

The organisation encourages staff to refer individuals who:

- Align with DAYGM values and culture
- Demonstrate professionalism and reliability
- Have a genuine passion for youth work and disability support
- Can positively contribute to team culture and participant outcomes

This program is intended to support quality recruitment outcomes – not simply to increase applicant numbers.

4. Acceptable Employee Referrals

A Head Office worker may refer any candidate who meets the relevant role requirements and has not applied for a position with the company within the last six months.

Referrals are accepted for positions across all employment types, including permanent, part-time, and casual roles.

Candidates already known to the organisation through prior unsuccessful applications, prior employment, or current engagement (e.g. as a volunteer or student on placement) may still be referred, but eligibility for a bonus will be assessed on a case-by-case basis.

5. How to Submit a Referral

- Ask the candidate to submit their resume and contact information via email, specifying that they are a referral through (YOUR NAME).
- The referring employee must also submit an email with the candidate's full name and a brief summary of why they would suit DAYGM.
- Referrals can be submitted to: hr@daygm.com.au

6. Employee Referral Rewards

Rewards for employee referrals are tiered, and are available to every employee who successfully refers a new hire.

Standard Operational Roles in Head Office

A \$300 bonus is paid once the referred employee successfully completes:

- 6 months of employment, AND
- A minimum of 120 worked hours

Hard-to-Fill or High-Need Roles in Head Office

Management may approve increased bonuses for specific recruitment campaigns, for example where the role involves:

- Overnight availability
- High-complexity houses
- Specialist behavioural support experience

Bonus amounts may vary between \$300 and \$500, depending on operational demand.

Standard Youth Work Roles

A \$100 bonus is paid once the referred employee successfully completes:

- 6 months of employment, AND
- A minimum of 120 worked hours

Hard-to-Fill or High-Need Roles

Management may approve increased bonuses for specific recruitment campaigns, for example where the role involves:

- Overnight or weekend availability
- High-complexity houses or behaviours of concern
- Specialist behavioural support experience
- Regional or hard-to-staff locations

Bonus amounts may vary between \$100 and \$300, depending on operational demand.

7. Employee Referral Bonus Guidelines

The following guidelines apply to all employee referral bonuses, including how and when they are distributed, tax liabilities, and referral limits:

- Each bonus will be paid within one month of the employee reaching eligibility for it
- All bonuses are subject to taxation
- The referring employee must remain actively employed at the time of payment
- No serious misconduct or compliance concerns may arise during the qualifying period
- There is no cap on the number of referrals an employee can make
- If a candidate is referred by multiple employees, only the first referrer is eligible for the referral bonus
- All referrals are handled confidentially

DAYGM POLICY AND PROCEDURE
Head Office Staff Referral Program Policy & Procedure
(Version 1.0 – 06.05.2026)