



# Referral Incentive Program Policy

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COMMITMENT



ACCOUNTABILITY



RESPECT



ENABLING



SAFETY

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## 1. PURPOSE AND SCOPE

**1.1 AIM** – To encourage current employees to assist in the external recruitment of new hires.

**1.2 PURPOSE** – Our people are our most important asset, and Sibanye-Stillwater is looking for great people! We know that new hires who enter our company through employee referrals are good contributors and tend to stay with the Company longer. The referral Program is designed to incentivize current employees for referring qualified candidates who are hired into open positions within the organization. This policy outlines the program's eligibility requirements, payments and procedures.

**1.3 SCOPE** – This policy pertains to all Sibanye-Stillwater employees.

## 2. PRINCIPLES

**2.1 ELIGIBILITY** – All employees except those with hiring authority over the referred external candidates are eligible for the Referral Incentive.

**2.2 INCENTIVE** – The Referral Incentive is paid per the eligibility guidelines and requirements provided below and is treated as taxable income. Open positions will be classified as a Tier I or a Tier II position quarterly. Human Resources will review open positions on a quarterly basis. Positions determined to be difficult-to-fill based on current market conditions, recruitment challenges, length of time-to-fill, lack of qualified candidates, etc. will be included on the Tier I list for the next quarter.

**TIER I** – Positions that are more difficult-to-fill at this point in time.

**TIER II** – All other positions within the organization.

**TIER I:** Initial Payment = \$1,000.00. Second Payment = \$2,000.00. The first Payment of the Referral Incentive is included in the referring employee's paycheck shortly after the hired candidate begins work. The second payment is included in the referring employee's paycheck shortly after the hired candidate's 1 year of service date.

**TIER II:** Initial Payment = \$500.00. Second Payment = \$1,000.00. The first Payment of the Referral Incentive is included in the referring employee's paycheck shortly after the hired candidate begins work. The second payment is included in the referring employee's paycheck shortly after the hired candidate's 1 year of service date.

### 2.3 REFERRAL PROCESS

- 2.3.1 An employee may refer an external candidate for any open position by completing the referral form and turning it into Human Resources.
- 2.3.2 HR will date and time-stamp the referral form upon receipt.
- 2.3.3 If more than one employee refers the same candidate, then the employee who submitted the completed referral form to HR first will be the employee eligible for the referral incentive if the candidate is hired.
- 2.3.4 If a completed referral form is not received by HR, then the employee will not be eligible for the incentive even if the candidate includes the employee's name in their application.

- 2.3.5 If an employee submits a referral form for a candidate, but the candidate lists a different employee on their application, then the employee who submitted the form to HR first is the one eligible for the incentive if the candidate is hired.
- 2.3.6 If a referral form is received by HR and an applicant by that name has not yet applied, the form will remain active for a period of seven days. If the applicant does not apply within the seven days, then the referral form is discarded, and the employee must resubmit a new referral form to be considered for the referral incentive.

**ONLINE APPLICATION** – The candidate must apply through the Sibanye-Stillwater website. Site HR will scan the referral form and attach it to the candidate's application within ApplicantPro.

**QUARTERLY REVIEW** - Recruitment will review the list of Tier I and Tier II positions in the third month of each quarter, make necessary adjustments based on current recruitment conditions, and will republish the Tier I and Tier II categories if any changes are made. The new Tiers will be effective on the first day of the month following the quarter-end.

## **2.4 PROGRAM GUIDELINES**

- 2.4.1 Human Resources will communicate the Tier I and Tier II eligible positions each quarter through job postings and posting boards at site.
- 2.4.2 Employees may refer qualified external candidates for any open position prior to an interview.
- 2.4.3 There is no limit to the number of qualified external candidates an eligible employee may refer.
- 2.4.4 There is no limit to the number of Referral Incentives an eligible employee may receive.
- 2.4.5 Current employees may refer eligible former employees (including former interns, temporary, contract) as long as all non-compete provisions are met.
- 2.4.6 All candidates will be evaluated for employment consistent with company policies and procedures and in accordance with the Company's EEO statement.
- 2.4.7 Only candidates who meet the required qualifications for the position will be considered.
- 2.4.8 Human Resources may reach out to the referring employee to learn more about the candidate they referred.
- 2.4.9 All information regarding the hiring decision will remain strictly confidential.
- 2.4.10 Only one Referral Incentive is given for each new hire.
- 2.4.11 To be eligible for each payment of the Referral Incentive, both the referring employee and the hired candidate must be employed by Sibanye-Stillwater at the time of the payment.
- 2.4.12 The first payment of the Referral Incentive is made through the referring employee's paycheck shortly after the hired candidate begins employment.
- 2.4.13 At 1 year of employment, if the hired candidate remains employed and the referring employee is still employed by Sibanye-Stillwater US PGM Operations, then the referring employee will receive the second payment of the Referral Incentive.

