



202101029403 (1429703 - T)
EXPERT MANPOWER

Expert Manpower Sdn Bhd
No 5-1, Jalan Bpm 14, Taman Bukit Piatu Mutiara, 75150 Melaka
No Tel : 06-2882676

MEMO

Introducing Employee Referral Incentive Program

Dear All,

As you know, the Company has always been looking to grow our teams with talented people, just like you. That is why we are excited to inform that we have start up an Employee Referral Incentive Program. All you have to do is refer potential persons/candidate to the company in exchange for a commission by the Company. If you know anyone who would make a good addition to the Company, please recommend them. If we hire your recommendation, you will be rewarded.

In order to be eligible for the referral Incentive, you need to adhere to the following terms and conditions:

- 1.1 Refer any persons/candidate who you think has the potential to serve the Company;
- 1.2 Refer any persons/candidate who you think has met the Company's Requirements
- 1.3 The Company will examine, interview and negotiate independently with the Candidate and may choose to hire or not to hire the Candidate. Any decisions made by the Company are final.
- 1.4 The Candidate can only be referred to the Company once. In the event that a Candidate is referred to the Company more than once, only the first person to refer the Candidate to the Company will be eligible for a referral fee.
- 1.5 The Incentive Fee shall be paid based on the following conditions:
 - i. the Candidate must be employed and retained in the Company for more than two (2) months;
 - ii. the Referrer must also be employed and remained employed in the Company so long as the Candidate is employed by the Company; and
- 1.6 The Company shall stop paying the Referral fee to the Referrer if any of the following events takes place:-
 - i. the Candidate is no longer an employee of the Company;
 - ii. the Referrer is no longer the employee of the Company;
 - iii. the Candidate suffers a health or family issues which requires a long leave/break from working with Company;
 - iv. the Candidate's service in the company is terminated due to violation of company's code of conduct, misconduct, serious wrongdoing, committing criminal or any serious offence or being convicted for any violation of law.



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- v. this Agreement may be terminated at anytime by either party by giving a written notice to the other party. Upon termination, the company shall stop paying all referral fee to the referrer, this situation occurs if the company enters into an employee supply agreement with Expert Manpower Sdn Bhd had to stopped permanently or temporarily their business operation due to any reason such as pandemic, health issue, global economy crisis, natural disasters or any other issue that affected the operation and revenue of the company.

We may update our Privacy Policy from time to time. Thus, you are advised to review this page periodically for any changes.

Thank you.