



# Employee Referral Policy for Alumni

**Valid as of 1 March 2018**

Human Resources

This directive provides information about the reward that KPMG offers to all registered alumni in case of an employee referral.

If alumni of KPMG Switzerland succeed in recruiting new employees, they shall receive a referral bonus as acknowledgement.

## **Rewards for referrals**

For a hired referral candidate, the alumni's effort is rewarded as follows:

- CHF 1500 gross for referrals on Job Grade E1 to E3 (Consultant / Assistant or equivalent)
- CHF 3000 gross for referrals on Job Grades D1/D2 (Senior Consultant / Senior Assistant)
- CHF 6000 gross for referrals from Job Grades D3 to A (Assistant Manager to Director)

The amounts are effective for all business lines and functions.

## **Prerequisites for payment and the submission process**

The above amounts relate to referral rewards due on successful completion of the probation period and award of full-time employment. Referral rewards relating to part-time employment shall be reduced accordingly pro rata. Another prerequisite for the payment of a bonus reward is that the candidate either mentions the name of the person who referred them for the position at the time when submitting the application online or that the referrer sends the application directly by email to the recruiting team. The referral is not valid if the candidate mentions the name of the referrer for the first time during the interview or after the recruiting process is already terminated.

The reward shall be deposited onto the private account of the registered alumni following the expiration of the probation period of the person recruited.

## Exceptions for referral candidates:

Please note that a candidate cannot be included in the Employee Referral Program if:

- the candidate is already a KPMG (Switzerland or International) employee with an permanent contract or a contractor working for the company at the time of the referral.
- the candidate is hired on a temporary basis and the employment is not seamlessly transitioned into a permanent contract afterwards.
- the candidate was working for KPMG Switzerland within the past 12 months.
- the candidate has been in contact through other channels (e.g. Campus Marketing Events) or another referrer in the past 12 months.
- the candidate has not applied via the online recruiting tool mentioning the name of the referrer ahead of the interview or has not been submitted to the recruiter by the referrer themselves.
- the candidate has applied independently prior to the recommendation within the past 12 months.
- the candidate was not referred for a specific open position.

## Ineligibility

This directive applies to all registered alumni of KPMG Switzerland. The determination of which alumni is eligible to participate in this program is made on a case-by-case base by KPMG Switzerland's Ethics & Independence Partner.

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavor to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received, or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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