

Talent Referral Program (TRP)

1.0 Purpose / Description

1.1 The purpose of the Talent Referral Program (TRP) is to leverage the power of community to search for talents and match them with great career opportunities in ViTrox.

2.0 Eligibility

2.1 Referrer (non ViTrox employees / industrial trainee)

2.2 Candidate (Referee)

Eligibility of Referee	
Eligible	<ul style="list-style-type: none">• Submitted through the TRP process for a specific job vacancy• Hired by ViTrox within twelve (12) months under TRP• State in writing (application form) the name of the referrer during interview• First contact with ViTrox HR through referrer for a specific job vacancy
Non-Eligible	<ul style="list-style-type: none">• Individuals who have been identified or referred through any other sources for the past twelve (12) months from the date of receiving resume from referrer for a specific job vacancy. Other sources include but not limited to:-<ul style="list-style-type: none">■ Online Job Portals■ Professional Recruitment Agency / Headhunter■ University / College Career / Job Fair, or■ Talent Get Talent Program (TGT)• Individual who applied through ViTrox company website / hr@vitrox.com or by sending hard copy of resume to ViTrox for a specific job vacancy within the past twelve (12) months

3.0 Incentive for Successful Referral

3.1 When the referee is hired and has confirmed (permanent employee) or completed his / her one (1) year contract period (contract employee), incentive will be paid to the referrer by ViTrox.

3.2 If the referee is hired into a position other than the one he / she was referred for, the referrer will receive an incentive amount according to the offered position level / title.

3.3 Incentive amount as per table below:

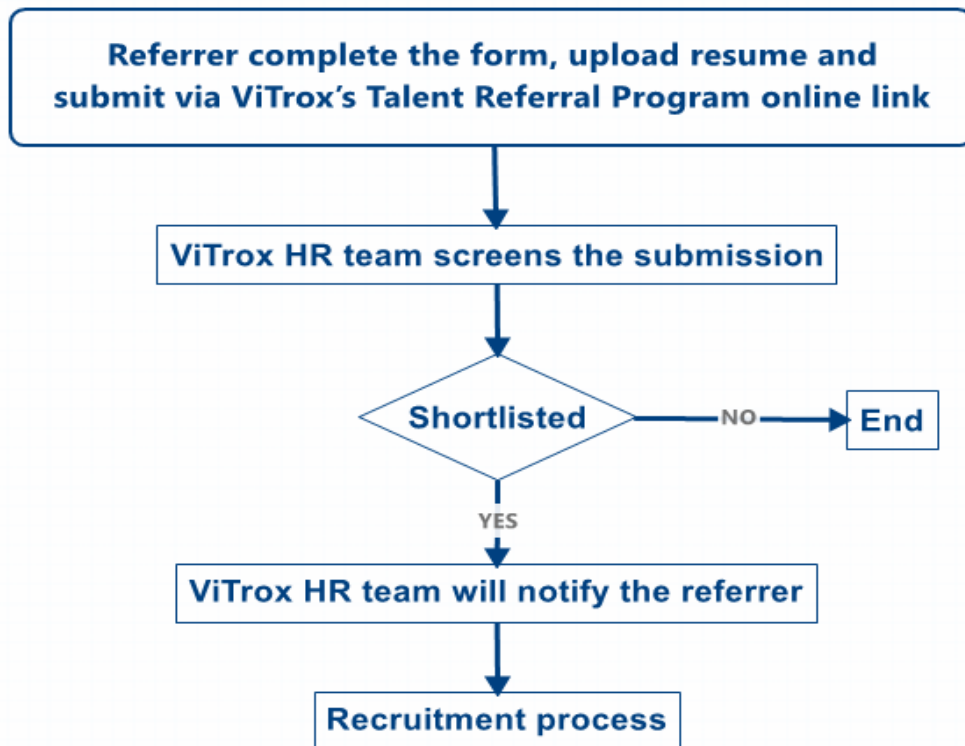
Position Level *	Incentive (RM) 1 Jul 2017 to 30 Jun 2018 **	
	Permanent	Contract min. one (1) year
NE 4 and below	1000	1000
EX 1 and above (Executive)	1000	1000
EX 1 and above (Engineer)	2000	2000
GEMS (R&D Engineer)	4000	4000

* Remarks:- refer to Appendix 1 & 2 below

** Referring to date of submission of resume via TRP

4.0 Process

- 4.1 The list of vacancies will be posted on ViTrox's Website.
- 4.2 All referrers must follow the TRP process in order to be eligible for the referral incentive:



- 4.3 Referrers will know of their referee's status only if he / she is hired within a twelve (12) months period for the position for which they were referred to, or for another position.
- 4.4 The new hire must be confirmed (permanent employee) or complete his / her one (1) year contract period (contract employee) in order for the referrer to receive the TRP incentive.

5.0 Terms & Conditions

- 5.1 The hiring of a referee must occur within twelve (12) months of the initial referral date.
- 5.2 In the event a referee is referred by more than one (1) person under the TRP, the incentive will be given to the first (1st) referrer who submitted the completed form.
- 5.3 Only candidates who meet the essential qualifications for the position will be considered.
- 5.4 All candidates will be evaluated for employment in consistent with our organization's policies and procedures, and all information regarding the hiring decision will remain strictly confidential.
- 5.5 The management reserves the right to amend or remove the program at any point of time.
- 5.6 ViTrox reserves the rights to interpret the terms and conditions of the program and the decision is final and conclusive.

Appendix 1

Position Level	Description
NE 4 and below	<ul style="list-style-type: none"> • Non Exempt Level 4 and below • e.g.: Operator, Technician, Clerk, Asst. Engineer etc.
EX 1 and above	<ul style="list-style-type: none"> • Executive Level 1 and above • e.g.: Engineer / Executive, Senior Engineer / Engineer, Asst. Manager, Manager, Senior Manager, Director etc.