

ASUS Overseas Employee Referral Program Policy

The objective of the Recruitment Referral Program is to develop an additional source of recruitment and speed up the recruitment time for vacant positions. It will also help to enhance team spirit and cooperation within the Company by building up ties between new comers and existing employees.

Application Procedures

1. The referee must complete the **Employee Referral Form** before the candidate has an interview with HR. The form will be provided automatically via the ACG career website once a candidate applied and filled in the employee's ASUS e-mail address.
2. The **Employee Referral Form** and **candidate's job application** need to be submitted to HR before the interview is scheduled. The application form must be submitted through the **career website** by the candidate.
3. If the Employee Referral Form is submitted late, it cannot be considered.

Eligibility

1. Those who are in permanent, non-tenured employment are eligible to participate.
2. Managers are **NOT eligible** for this bonus by referring candidates for positions reporting directly or indirectly to them. HR and HR Recruiters are not eligible for the guideline.
3. Staff transferring from existing departments or job positions to a new one does not apply to this program.
4. Rehired staff is not eligible for this program.
5. Candidates who are contact windows from business partners / customers are not considered eligible for this program.

Bonus Payment

For referring permanent employees:

1. 100% referral bonus paid after passing the probation period.
2. CHR will process the reward payment in next month of payroll cycle and notify you once processed.
3. The bonus is subject to salary tax.
4. Both the referrer and the referee must be employed in the continued payment of salary at the time of payment of the bonus. The employment relationship of both parties must exist without notice.
5. The payment is divided as follows:

Non-Manager position (USD)	Manager position (USD)
\$500,00	\$900,00

6. Currency exchange rate reference: OANDA (<https://www1.oanda.com/currency/converter/>).

Conditions

The program will be subject to review from time to time and the Company reserves the right to change its content or suspend the program without notice.