

## **Legal Consultant Referral Policy: Australia**

### **INTRODUCTION**

Recognising the value of personal networks and the opportunity that these present in terms of attracting talented individuals, Peerpoint has committed to giving a payment for the referral of legal consultants.

### **DEFINITION OF A REFERRAL**

For the purposes of this policy, a referral is defined as an Allen & Overy employee, Allen & Overy alumni or Peerpoint consultant (the "referrer") actively initiating the process of application of a candidate not already known to Peerpoint. As a minimum, this would mean that a dialogue should have taken place between the referrer and the candidate regarding potential consultant opportunities with Peerpoint. In making a referral, the referrer must feel comfortable in representing the candidate as a potential legal consultant of Peerpoint. The candidate must confirm the name of their referrer at the point of application.

### **REFERRAL PAYMENT**

- 1) The referrer will receive a payment (the "referral payment") for the successful referral of a Peerpoint consultant.
- 2) The referral payment will be paid for the referral of legal consultants who have signed a consultancy agreement with Peerpoint and completed a minimum of 250 hours of work as a Peerpoint consultant within a 12 month period (the "minimum hour threshold").
- 3) The referral payment will be paid after the consultant completes the minimum hour threshold.
- 4) The amount of the referral payment and details of the payment mechanisms are set out in the Schedule and are determined by the office which makes a successful offer to the legal consultant.

### **ELIGIBILITY**

- 1) All Allen & Overy employees are eligible for a referral payment under this policy **except:**
  - a. any employee who is involved in, or is in a position to influence, the selection process for the individual concerned;
  - b. any employee who, in making a referral, is in breach of any contractual obligation to a third party (for instance, if their contract of employment with a former employer currently prevents them from "poaching" a former colleague);
  - c. or any employee within Human Resources.
- 2) All Allen & Overy alumni and Peerpoint consultants are eligible for a referral payment under this policy.
- 3) No payments will be made in respect of the referral of:

- a. any candidates who have previously worked for any Allen & Overy office in the last 12 months (including permanent and fixed term employees, self-employed consultants, agency temps and agency contractors);
  - b. individuals currently employed within any Allen & Overy office;
  - c. trainee solicitors or graduates;
  - d. candidates who have applied to Peerpoint prior to the referral; or
  - e. candidates who apply through agencies.
- 4) Partners are not eligible for a referral payment under this policy but, in lieu of such payment, Peerpoint will make a contribution to the charity which Allen & Overy is partnered with at the relevant time.

***Please note that this policy is not contractual and we reserve the right to review, amend or withdraw it at any time.***

## **FAQs**

### **Can I get an update on the status of my contact's application?**

During the assessment process, the Peerpoint team will not be able to update you on the status of your contact's application to maintain privacy. The Peerpoint team will keep the candidate updated directly.

### **Can I just send my contact's CV instead of getting them to apply online?**

In order to be eligible for a referral payment your referral must be made through the Peerpoint team. This can be done by:

- a. your contact completing an online application to Peerpoint (vacancies can be viewed [here](#)), including your name as referrer in the relevant field on the application form and submitting this along with their CV directly to Peerpoint;
- b. you directly introducing the candidate to the Peerpoint team by email and the candidate confirming at the point of application that you are their referrer; or
- c. the candidate contacting the Peerpoint team directly and confirming at the point of application that you are their referrer.

### **I want to refer someone that used to work at Allen & Overy. Am I still eligible for a referral payment?**

Yes, provided the person you have referred has not been working (whether as a permanent or fixed term employee, self-employed consultant, agency temp or agency contractor) at Allen & Overy in the last 12 months (including all Allen & Overy offices globally), and that they are not already known to Peerpoint.

### **Is there a limit to the number of referrals I can make?**

No, there is no limit to the number of referred candidates that can be recommended. All successful referrals will result in full payment regardless of the number of successful introductions in any one year.

## SCHEDULE

LOCATION	AMOUNT	PAYMENT MECHANISMS
Australia	AUD 5,000	<ul style="list-style-type: none"><li>• Allen &amp; Overy employees will be paid the referral payment through the next available payroll and the payment will be subject to tax and other withholdings.</li><li>• Allen &amp; Overy alumni will be paid the referral payment by bank transfer. The payment made will be the gross amount, without any withholdings, and individuals are responsible for ensuring that the correct level of tax etc. is paid to the relevant authorities, and any related reporting is completed, by the applicable deadlines.</li><li>• Peerpoint consultants will invoice Peerpoint for providing the referral and will be paid the each part of the referral payment following the standard process for Peerpoint consultant invoices. The payment made will be the gross amount, without any withholdings, and individuals are responsible for ensuring that the correct level of tax etc. is paid to the relevant authorities, and any related reporting is completed, by the applicable deadlines.</li></ul>