

Guidance on alumni referrals

PricewaterhouseCoopers AG

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1 Goal and intention of this Guidance

The Guidance on alumni referrals ('this Guidance') provides information on the referral rewards that PwC Switzerland ('PricewaterhouseCoopers AG') and PwC Liechtenstein ('PwC Ruggell GmbH'), hereinafter referred to as 'we', 'us' or 'PwC', offers, in as far as the provisions of Liechtenstein law do not diverge, to former employees in the case of an employee referral.

Please note that these rewards are subject to tax and social security deductions.

2 Conditions

If the referral of a person by a former PwC employee (alumni) leads to the successful recruitment of that person as new employee, the PwC alumni that made the referral shall receive a referral reward.

We acknowledge every successful referral with a reward provided all conditions of this Guidance are met.

- For a new PwC employee with an unlimited contract at Associate grade: CHF 500
- For a new PwC employee with an unlimited contract at Senior Associate grade: CHF 1,250
- For a new PwC employee with an unlimited contract at Manager grade or higher: CHF 2,500

In the case of a successful referral of an entire team ('team grab'), the same rules apply; however, a maximum referral reward of CHF 5,000 shall be paid out.

The PwC alumni is paid the referral reward after the referred person's three-month probationary period ends, provided the referred person meets **all of the following conditions in full**:

- is employed on a permanent basis/unlimited contract (no reward is granted for the referral of temporary/fixed term/limited contract employees or interns);
- is in a non-terminated employment relationship; and
- has not worked for a PwC branch or subsidiary or for any company owned by PwC anywhere in the world during the last twelve months. The basis for the calculation of the twelve months is the length of the break between the last contractually agreed working day and the new start date.

3 Exceptions

Former Partners are not eligible for referral rewards.

Further, referral rewards are not paid to former PwC employees who

- were members of the Recruitment and the HC Marketing team, HC Business Partners and HC LoS Support team members;
- had an employment contract with a legal entity other than PwC Switzerland ('PricewaterhouseCoopers AG') or PwC Liechtenstein ('PwC Ruggell GmbH'), e.g. Strategy& ('Strategyand') GmbH (Switzerland);
- refer candidates to a legal entity other than PwC Switzerland ('PricewaterhouseCoopers AG') or PwC Liechtenstein ('PwC Ruggell GmbH').

No rewards are paid out in cases where:

- the application has not been submitted via the provided job ad;
- the person has already been referred by another person who is entitled to a reward;
- the person has already been referred by a recruitment agency during the last 180 days;
- the person has already applied directly with the same or a different email address, or has been referred with a different email address;
- the initial contact was made at an event at which PwC participated or which PwC organised;
- the initial contact was made by an internal PwC recruiter/headhunter, resulting in said person engaging in discussions (formal or informal) with the relevant PwC team, prior to the application being submitted via the provided job ad;
- the initial contact was made in the form of an application for a job at PwC or any other PwC company;
- an internal transfer takes place with the person moving from a temporary to a permanent employment contract.

4 Process

You can refer a candidate by following the process on the PwC Switzerland Alumni web page and the provisions of this Guidance. Please note that referrals shall only be rewarded if the candidate has submitted his/her application via the provided job ad.

4.1 Candidate's approval

Your referred candidate must be notified by you about the referral and has to agree before submitting his/her application. For data protection reasons, the candidate must submit a formal application themselves via the provided job ad. The application will only be visible to the Recruitment team once the candidate has applied online. Otherwise, the application cannot be linked to the referral and the reward cannot be paid.

4.2 Validity

Your referral is valid only for the job requisition/position for which you refer your candidate. It is valid for 180 days from the day of the referred candidate's application. The date of the application is considered the reference date for any potential reward. If you would like to refer your candidate for more than one job requisition, the candidate must mention every position he/she is interested in in his/her application.

5 Escalation

In the event of a dispute, the Recruitment Leader and the Territory HC Leader decide whether a referral reward shall be paid out or not.

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