

## **Referral Bonus Policy**

**Objective:** The referral bonus program aims to incentivize current employees to refer qualified candidates for open positions within the company, thereby promoting employee engagement and aiding in the recruitment of top talent.

### **Eligibility:**

1. All current employees, excluding those in temporary or intern positions, are eligible to participate in the referral bonus program.
2. Referrals must be for external candidates who are not currently employed by the company or its affiliates.
3. Employees cannot refer themselves or family members for the referral bonus.

### **Referral Process:**

1. Employees must submit referrals through the designated referral portal in ADP or by contacting the HR department directly.
2. Referrals should include the candidate's resume and any relevant information that may assist in the recruitment process.
3. Referrals must be submitted prior to the candidate's application or interview with the company.
4. Hiring Managers and recruiters are not eligible for this bonus

### **Bonus Structure:**

1. Upon the successful hiring of a referred candidate, the referring employee will be eligible for a referral bonus.
2. The referral bonus amount is \$1,000 per successful referral.
3. The referral bonus will be paid out after the referred candidate completes 90 days of continuous employment with the company.
4. Referral bonuses are subject to all applicable taxes and deductions.

### **Additional Terms:**

1. The company reserves the right to modify or terminate the referral bonus program at any time.
2. Referral bonuses are discretionary and may be withheld or adjusted at the company's discretion.
3. In cases where multiple employees refer the same candidate, the referral bonus will be awarded to the employee whose referral was received first.

4. Employees who refer candidates are encouraged to inform the referred candidate that they have been referred to the company.

**Acknowledgment:**

By participating in the referral bonus program, employees acknowledge that they have read, understood, and agreed to comply with the terms outlined in this policy.

**Policy Review:** This policy will be reviewed periodically to ensure its effectiveness and alignment with the company's objectives.

**Approval:** This policy is effective as of 5/30/2024.