

Employee Referral Program Policy

Topic: Employee Referral Program Policy

Objective:

Referrals are highly valued in our company because we trust employees to know what's best for the company. The aim of the program is to attract qualified candidates to fill roles across the company via our employee network. This policy explains the way the program works in order to make the referral process smoother for everyone involved.

Who can participate in the employee referral program?

All full-time employees are eligible to participate.

Who can be referred?

Employees may refer any candidate who meets the job requirements and has not applied for a company position in the last six months.

The referral rewards are only available for full-time positions, not temporary or contractor roles.

What is the employee referral reward?

There are tiered rewards available for people who successfully refer an employee:

- \$500 bonus upon successful onboarding for entry-level positions (after three months).
- \$1,000 bonus upon successful onboarding for entry-level positions (after one year).
- \$1,000 bonus upon successful onboarding for mid-level to senior positions (after three months).
- \$1,500 bonus upon successful onboarding for mid-level to senior positions (after one year).

How do I refer someone for a position?

To submit a referral, please submit a candidate's resume, contact information, and your recommendation via a form available on our Talent Portal. Alternatively, you can email your HR contact with this information.

Guidelines around employee referral bonus

- The reward will be paid out a month after you reach eligibility for the reward.
- Rewards are subject to taxation.
- There is no cap on the number of referrals an employee can make.
- If a candidate is referred to the company by multiple employees, only the first referrer is eligible for a referral reward.
- All referrals are treated confidentially.
- Please note: A commitment to diversity and inclusion is integrated into the program's guidelines and evaluation process to ensure a diverse pool of referred candidates.

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