

Referral Program Policy:

Policy brief & purpose:

Our **Employee Referral Program Policy** explains important aspects of our employee referral procedures. We place great importance on referrals, and we want to make this process as smooth as possible for individuals and those who they refer.

Scope:

This **Employee Referral Program Policy** applies to everyone who refers a candidate to our company.

Policy elements:

What is an employee referral bonus?

Our company will offer a referral bonus for a referred candidate that is successfully hired. The referral bonuses can vary from **\$250 to \$1500**.

Additional rules for rewards:

- Rewards will be paid out at 90 days from hire date.
- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- If two or more employees refer the same candidate, only the first referrer will receive the referral reward.
- Referrers are still eligible for rewards even if a candidate is hired at a later time or gets hired for another position.

Who can participate in our employee referral program?

All employees and non-employees are eligible to participate in our referral program except for:

- Senior management
- Recruiters and hiring managers

Vendors, contractors, consultants, and former employees are also eligible to refer candidates.

Who can be referred?

We have two conditions for candidates who can qualify for our rewards. They should:

- Have not applied to our company for at least 6 months.
- Be successfully hired as permanent full-time employee, or as a contractor.

Our company may use an online form or a platform where employees may refer candidates. You can also reach out directly to us at cv@expertech.ca with referrals.

We encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

Keep in mind that rewards may be subject to taxation.

We may change our referral bonus program over time to add more interesting incentives. We also reserve the right to abolish certain rewards if they prove ineffective or inefficient. Employees who referred candidates before a reward was abolished/changed will still receive the appropriate reward.

We'd like to remind our candidates that we are an equal opportunity employer. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.