



Member and/or Employee Referral Program

Policy brief & purpose

Our **Member/Employee Referral Program** explains important aspects of our referral procedures. We place great importance on referrals because we trust our employees and members know what's best for our company. We want to make this program runs as smoothly as possible for our employees and members and those who they refer.

Scope

This Member/Employee Referral Program applies to members/employees who refer a candidate to our company.

Policy elements

What is a member/employee referral bonus?

Our company will reward each referring member/employee if we end up hiring your referred candidate. If your candidate is hired you are eligible for a \$1000.00 - \$5000 referral bonus. (Range of payout outlined per position. Referral rewards tend to be higher for any hard-to-fill role.)

Additional rules for rewards:

- We guarantee that rewards will be paid out within 60 days of the date we hired a candidate.
- There is no cap on the number of referrals a member/employee can make. All rewards will be paid accordingly.
- If two or more members/employees refer the same candidate, only the first referrer will receive their referral rewards.
- 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 member/employee referral program?

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

- Senior management that is referring a candidate to a position they have open in their own department and are hiring for that position.
- Recruiters and hiring managers for positions for which they're hiring.

Who can be referred?

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

- Have not already applied directly to our company within the last 6 months.
- Be hired as permanent full or part-time employees (not as temporary employees or contractors.).

In order to refer a candidate you may reach out to Shelly Bridges directly at shelly@btdso.com.

Keep in mind that rewards may be subject to taxation.

We may change our referral program over time to add to the current policy or change any ineffective or inefficient rewards. Members and/or Employees who referred candidates before a reward was abolished will still receive the appropriate reward.

We'd like to remind our employees that we are an equal opportunity employer and do not discriminate against protected characteristics. Our referred candidates may take precedence in the hiring process. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.