

Department: Human Resources

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Employee Referral Program

Description

We strive to find and hire the best talent available; people who exude our values and choose to contribute to our company goals. We believe that our existing employees, who already meet these criteria, are in a great position to help us find the best job candidates. We recognize that current employees are likely to refer only those individuals best suited to work at our company, and therefore we wish to reward them for their referral efforts.

Eligible employees and exceptions

All regular full-time and part-time Led Phantom employees are eligible except for:

- Leadership Team
- Human Resources Personnel
- Managers with hiring authority over the referred candidates

Referral Bonus Amount

The Company will pay a referral bonus to an employee for providing a successful new hire referral. A successful new hire referral is defined as: "a referral for a currently open (posted) position at Led Phantom that results in the hiring of that same person for that or another position at Led Phantom within **6 months of referral.**"

All eligible employees will be awarded \$1000.00 as follows:

- **\$500.00 after successful completion of 3 months of employment**
- **\$500.00 after successful completion of 6 months of employment**

Note: Bonus awards are subject to standard accounting payroll procedures. Bonuses are considered income and, therefore, subject to normal withholding tax and will be reflected on the employee's annual W-2 form.

Referral Process

To qualify for the referral amount, the Employee must fill out an employee referral form located on our website under Careers or on Microsoft Teams in HQ in HR folder-Form Templates and turn it into the Human Resources Department either via email or in person. The referral must be submitted prior to any other receipt of the resume to Human Resources.

Positions

We are accepting employee referrals for the following positions (only these positions qualify for a referral bonus):

- Any position posted on our company job board in lunchroom or posted on company website career page
- Any email sent companywide for Employee Referrals from HR Department

Program Rules

- The referral date cannot be earlier than the date the job opening is posted.
- The hiring of a referred employee must occur within 6 months of the initial referral date.
- Temporary, summer, contract and former employees of Led Phantom are not eligible candidates for referral bonus.
- To be eligible for a bonus, an employee must submit a referral to Human Resources with a candidate referral form and a resume or employment application.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- Communication any change in the policy will be made clearly and timely.
- Employee who submits the referral must be employed by LED Phantom at the time of each payout.

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.

EMPLOYEE REFERRAL FOR EMPLOYMENT

Date: _____
 Employee Name: _____
 Department: _____ Phone: _____

Name of Candidate: _____
 Phone: _____ Email: _____
 Position Referred for: _____
 Department: _____
 Relationship to Employee (friend, family member, referred by 3rd party, or other):

I have read and understand Led Phantom's Employee Referral Policy. I understand that if the candidate I referred is hired because of my referral, I will receive a bonus of \$500.00 after successful completion of 3 months plus \$500.00 after successful completion of 6 months of with Led Phantom.

Employee Signature: _____ Date: _____

Attach the candidate's resume or completed employment application.

Company reserves the right to modify or terminate program at any time.

