

Employee Referral Program Policy

Purpose

The purpose of the Employee Referral Bonus Program is to provide an incentive award to a current employee who brings new talent to the agency by referring applicants who are subsequently selected and successfully employed in hard-to-fill positions.

Policy

Travaux, Inc. will give out rewards to every referrer. If you know someone who you think would be a good fit for a position at our company, feel free to refer them. If we end up hiring your referred candidate, you are eligible for a \$500 referral bonus.

Additional rules for rewards:

There is no cap on the number of referrals an employee can make.

Referral bonus payments will be in periodic payments until the new employee has completed his or her introductory period (90 days). Payments cannot be made until the referred candidate has been employed for a minimum of one month. For example, a \$500 referral bonus may be structured as follows:

- \$250 referral bonus awarded after 30 days after referee hire,
- \$250 referral bonus awarded at the end of the probationary period

If two or more 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.

Participation

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

- Senior management, Managers (CEO, Managing Director.)
- Recruiters and hiring managers for positions for which they're hiring.

Terms

Conditions for candidates who can qualify for our rewards.

They should:

- Have not applied to our company for at least a year.
- Be hired as permanent full- or part-time employees (not as temporary employees or contractors.)

TRAVAUX, INC. will use an online form or a platform where employees may refer candidates. Employees may also reach out directly to our HR department with referrals.

Employees should check our open positions on www.hacm.org. Positions will be specifically tagged as hard-to-fill.

We also reserve the right to abolish certain rewards if they prove ineffective or inefficient. We'll communicate any change clearly and timely. Employees who referred candidates before a reward was abolished will still receive the appropriate reward.

TRAVAUX, INC. is an equal opportunity employer and does 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.

Guidelines

The Referral Program operates in accordance with the following program requirements:

- Referral bonuses are awarded at the discretion of the Secretary-Executive Director or his/her designee.
- The Agency will designate a position as "hard-to-fill" before the position is posted.
- Referred candidates cannot be current employees of the hiring agency in any capacity, including temporary, temporary grant, research grant, time-limited project, or contract employees.
- Both the referring employee and the referred candidate must be employed by the agency when any referral bonus is paid receive the referral bonus.
- Any disputes arising from the application of this program will be the responsibility of the Secretary-Executive Director or his designee to resolve and will not be considered a grievance under TRAVAUX, INC.'s grievance policy.
- HR will monitor the use of the Referral Bonus Program and will report annually to the Executive Management Team with information on the use of the Referral Bonus Program.
- The hiring process will be fair and consistent with agency policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.
- TRAVAUX, INC. reserves the right to discontinue or alter this program at any time.