

## EMPLOYEE REFERRAL BONUS PROGRAM

### Purpose:

To incent all Hilldrup employees to refer qualified and quality candidates for opportunities at corporate and/or at any of our eligible locations/branches. Hilldrup will offer a referral bonus for each referred candidate who is hired for an opening at any of our locations.

**Eligibility:** All Hilldrup employees, with the exception of: the HR department, team leads, supervisors, and manager-level and above employees. In addition, employees who participate in the selection/interview process and/or where perceived conflicts of interest exist are not eligible.

Position	Referral Bonus Amount
Drivers	\$1000.00
Regular and Full-Time (no part-time)	\$500.00
Peak Season (includes move, office, and warehouse associates)	\$300.00

### Qualified Driver AND Regular, Full-Time Referrals:

- Referrals must consistently perform at a meets expectations level and adhere to (and consistently exhibit) Hilldrup's values/MVV;
- Referrals must maintain an outstanding attendance record and adhere to their work schedules (consistently report to work on time, consistently work required work shifts, consistently work required overtime);
- *On employment application, new hire must have indicated "Employee Referral" as source AND included referring employee's full name.*

### Qualified Peak Season Referrals:

- Peak Season Referrals must start between May 3 and June 28, 2022 and work until August 12, 2022;
- Peak Season Referrals must consistently perform at a meets expectations level and adhere to (and consistently exhibit) Hilldrup's values/MVV;
- Peak Season Referrals must maintain an outstanding attendance record during peak season and adhere to their work schedules (consistently report to work on time, consistently work required work shifts, consistently work required overtime);
- *On employment application, new hire must have indicated "Employee Referral" as source AND included referring employee's full name.*

### Non-qualified Referrals:

- Previous employees of Hilldrup (temporary, part-time or full-time);
- Contractors;
- Relatives of Hilldrup employees.

**Referral Bonus Payout:**

- On employment application, new hire must have indicated “Employee Referral” as source AND included referring employee’s full name;
- Referral bonuses will be paid out if all criteria is met;
- Driver and Regular referral bonuses will be paid in two parts. The first half will be paid the first payroll following the applicant’s date of hire. The second half will be paid six months from the date of hire, provided the referred employee is still employed at Hilldrup;
- Peak Season referral bonuses will be paid out on the paycheck following August 12, 2022.