

Building Installation Group I, Inc.

BIG Employee Referral Program

Summary: Employees of the company may refer quality candidates and receive a bonus of \$1,000 for a full-time employee or \$2,000 for employees hired as a superintendent/senior installer or promoted to superintendents/senior installers within the first year of employment.

Policy: The Building Installation Group (from here referred as "The Company") Employee Referral Program is used as an incentive to encourage current employees to help the company recruit qualified and hardworking individuals to fill vacant positions on our team. Referring employees can earn up to a \$2,000 bonus for referring a successful candidate based on the following specifications. It has always been the company's commitment to hire for long term positions as we are making a commitment to the candidate and their family, and we do not take this lightly.

Eligibility: All employees within the company are eligible to participate (ie: receive bonus for a referral) in the Referral Program, except for the following positions.

- Human Resources (all involved with HR)
- Part-time, summer hires and/or interns
- A referring employee will not be eligible for a referral bonus if they have direct involvement in the interviewing, hiring and future employment status of an employee they referred.
 - **Note:** You may receive a bonus if an individual you refer is hired to a different department or crew.
- The referred employee must remain active as a full-time employee, with consideration for slower work periods. You will not be penalized for temporary layoffs.
- If more than one referring employee made the referral of the hired applicant, the gross referral bonus will be divided equally between all referring employees.
- Referrer must be employed at the time of referral bonus payments.
- Human Resources will make final determination if an employee is eligible to receive a referral bonus.

Payout Schedule and Conditions:

Full-Time Employees (\$1,000)

- 50 percent of the bonus (\$500) will be paid to the referring employee after six months of continuous employment by the referred employee.
- The remaining 50 percent will be paid to the referring employee upon successful completion of one year (12 months) of continuous employment by the referred employee.
 - **Superintendent/Senior Installer Promotion (\$1,000):** If a referred "full-time employee" is promoted to superintendent/senior installer within the first year of hiring, an additional \$1,000 will be paid on top of the "Full-Time Employee Bonus" to the referring employee. \$500 will be awarded to referring employee once the referred employee maintains superintendent/senior installer status for six months, and the remaining \$500 will be paid once the referred employee completes 12 months (one year) of work as a superintendent/senior installer.

Superintendents/Senior Installers (up to \$2,000)

- If a superintendent/lead installer is referred and awarded a position, the referring employee will receive two bonus payments of \$1,000. The first payment will be made after six months of the referred employee's employment and the final payment will be made after 12 months (one year) of employment.

Referred Employee's Commitment:

- Referred applicants must list the name(s) of the employee(s) that referred them on the Employment Application. To apply visit <https://buildinstall.com/employment/employment-application/>.
- If the referred employee is no longer with the company before the first six months, the referring employee forfeits the referral bonus.
- If the referred employee tenders resignation from the company prior to one year (12 months), the referring employee forfeits any remaining referral bonus payments.

FAQs:

1. How do I refer someone?
 - a. Fill out the referral form and turn into HR. The candidate must then apply for the position and indicate someone has referred them.
2. When can I receive the referral reward?
 - b. You will receive \$500 once the candidate has had continuous employment with the company for six months. The remaining \$500 will be rewarded after a full year (12 months) of employment.
3. How will I receive the referral reward?
 - a. The money will come to you as a taxable, additional payment included in your regular paycheck.
 - b. Candidate must indicate the referral on application.
4. What if I am a department head, project manager or crew coordinator and want to refer someone to my team?
 - a. You are encouraged to refer this individual, but you will not be eligible for a referral bonus.
 - b. However, you may receive a bonus if you refer a successful candidate to a different department or crew.
 - c. All superintendents, estimators, foreman and installers are eligible to receive a bonus if they refer someone they supervise, but they cannot be part of the interviewing, hiring or future employment status of the referred employee.
5. I am a temporary employee/summer hire/intern. Will I be eligible for this program?
 - a. You will not be eligible for this program, but you are still encouraged to recommend new employees.
6. What if I know someone to refer, but their position or situation is not eligible for the program?
 - a. Even though not all applicants will be eligible for the referral program, we still encourage you to refer them, because referrals are one of the most successful ways to attract talented people.
7. Questions?
 - a. Contact payroll@hmartin.com or call 920-544-4249.

*Human Resources will make the determination regarding eligibility after a candidate applies and the referral application submitted.

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Employee Referral Program Terms

The Company: Building Installation Group I, Inc.

Referred Employee: An individual being referred for a position with the company.

Referring Employee: An individual currently employed with the company referring another individual not currently employed with the company to a position with the company.

Full-Time Employee: A company employee with full-time status.

Superintendent/Senior Installer: An individual who can lead jobs and be a highly skilled working team member. / An individual with a high level of installation skill and can work independently.

Full-Time Employee Bonus: All full-time employees hired will result in a total \$1,000 bonus to the referring employee after one year of employment by the referred employee.

Promotion Bonus: The bonus a referring employee will receive if a referred full-time employee is promoted to superintendent or senior installer within the first year of working at the company.

Superintendent/Senior Installer Bonus: All superintendents/senior installers hired will result in a total \$2,000 bonus to the referring employee after one year of employment by the referred employee.

For more information contact payroll@hjmartin.com or call 920-544-4249.

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Employee Candidate Referral Form

Fill out your information here:

Employee Name: _____ Phone: _____
Employee Position: _____ Email: _____

Fill out candidate for hire's information here:

Name of Candidate: _____ Email: _____
Address: _____ Phone: _____
Position Applying For: _____
Qualifies As: Full-Time Part-Time

This must be turned into the Human Resources Department by the referred employee's hire date.

Please explain how you know this person and why you feel they would be a good fit at the company:

Referring Employee Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

*First payment will be provided after candidate is hired and efficiently completes a six-month probationary period for all positions, remaining payment will be made after one year (12 months) of continuous employment.

*Applying individual must indicate you as the referrer on their application. To apply online, visit www.hjmartin.com/company/employment.

*Return the completed form to: payroll@hjmartin.com or call 920-544-4249.