



## **EMPLOYEE REFERRAL POLICY**

### **Policy Purpose**

WyCo Services' *Employee Referral Policy* explains important aspects of employee referral procedures. We place great importance on referrals, because we trust that our employees know what is best for our company. If you know someone who would be a great fit for the WyCo team, we want the chance to meet them, and in turn, reward our employees for their great referrals.

### **Scope of Employee Referral Policy**

This *Employee Referral Policy* applies to every eligible employee who refers a candidate to our company that is ultimately hired by WyCo Services.

### **Policy Elements**

*What is an employee referral bonus?*

WyCo Services will award referral bonuses to those who refer a candidate that is hired by the company. If you know someone who you think would be a good fit for a position at WyCo, please notify Human Resources by completing the [Employee Referral Form](#). If we end up hiring your referred candidate, an employee referral bonus will be awarded to you following this schedule:

- 45 days from candidate's date of hire (candidate must be in good standing as per their manager's instructions) – **\$125 bonus awarded\***
- 90 days from candidate's date of hire (candidate must be in good standing as per their manager's instructions) – **\$125 bonus awarded\***

\*Please note that senior management has the right to change this amount and/or this policy at their discretion. Any changes will be communicated to the team.

Important rules for employee referral bonuses:

- There is no cap on the number of referrals an employee can make.
- There is no guarantee that WyCo Services will hire your referral.
- If two or more employees refer the same candidate, only the first referrer will receive the referral bonus. The timestamp on the submitted [Employee Referral Form](#) will act as proof of submission.
- Referrers are still eligible for bonuses even if a candidate is hired later or gets hired for another position.





### **Who can participate in the Employee Referral Program?**

All employees are eligible to participate in WyCo's Employee Referral Program, except for:

- Senior Management (CEO and Directors)
- Recruiters and hiring managers for positions for which they're hiring

Note that hiring managers cannot refer anyone for a position for which they are directly or indirectly responsible – but they can refer someone for a position that's in a different department, office, or function. This exception does not apply to executives and senior management.

### **Who can be referred?**

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

- Have not applied to our company for at least a year.
- Be hired as a permanent full-time employee.

### **How do you submit a referral?**

Please submit your employee referral using the following link: [Employee Referral Form](#)

We encourage you to check out our [open positions](#) and consider your social networks and external networks as potential sources for referred candidates.

Please keep in mind that employee referral bonuses are subject to taxation. Please direct any questions to Human Resources.

WyCo Services may change the *Employee Referral Policy* at any time. We also reserve the right to abolish certain bonuses if they prove ineffective or inefficient. We'll communicate any change clearly and timely. Employees who refer a candidate prior to any Policy changes being made will still receive the appropriate bonus.

We'd like to remind our employees that WyCo Services is an equal opportunity employer, and we do not discriminate against protected characteristics. We guarantee that all candidates will be given the same consideration and will pass through our established hiring policies and procedures.

