

## Employee Referral Bonus Program

Weber Display & Packaging is always searching for great people, and you can help! Research has shown that hires who come to our organization through employee referrals are excellent contributors, stay with us longer, and are more cost-effective to hire. If you know someone who you think would be a great addition to our Company and they meet the qualifications for a posted position, you can refer them to our HR department using the attached Candidate Referral Form, also located on our website. If your candidate is hired, you will receive a bonus of \$200.00 (less taxes) on the next payroll cycle after the referral has completed their 125<sup>th</sup> day of service!

The referral bonus program has very few rules but these follow:

1. The hiring of a referred employee must occur within six months of the initial referral date.
2. All active employees are eligible to receive a referral bonus, except Executive Management, HR staff, and temporary workers.
3. Temporary workers must be referred to the Human Resource department prior to the start of any temporary assignment.
4. Temporary contract, former employees, and previous applicants are not eligible candidates for referral.
5. To be eligible for a bonus, the referrals must first be submitted to Human Resources and must include a Candidate Referral Form and an employment application, both of which are posted on our Company website.
6. Once the referred employee is hired and completes 125 calendar days of service, the referring employee will receive the referral bonus through payroll on the next payroll cycle.
7. The first employee to refer a candidate will be the only referring employee eligible for the bonus.
8. All candidates will be evaluated for employment consistent with our organization's policies and procedures, and all information regarding the hiring decision will remain strictly confidential.
9. Retired Weber employees are eligible to participate in this referral program.
10. Referring employees name must be on the application and the employee referral form.

Employee Referral Form

**Employee Information**

Employee's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Referral Information**

Candidate's Name: \_\_\_\_\_

Position Referred For: \_\_\_\_\_

**Comments**

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I have read and understand the Referral Program Rules.

\_\_\_\_\_  
Referring Employee's Signature

\_\_\_\_\_  
Date

**Please send this form, along with the employment application to HR.**