



Employee Referral Bonus Program

Santa Energy is always looking for good people, and you can help. We know that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to Santa Energy you may be awarded a referral bonus if you refer a candidate and he or she is hired.

Referral bonuses are paid as follows:

- 50% at 90 days of the referral's continued employment and 50% at 6 months of the referral's continued employment.
- Licensed technicians: \$750 paid in two installments.
- Drivers: \$500 paid in two installments.
- Apprentices: \$250 paid in two installments.
- Office staff, administrative and individual contributor roles: \$250 paid in two installments.

Employees must refer candidates to Human Resources and the hiring manager, and should accompany the candidate referral form attached below.

Program Rules

- All Santa Energy employees, except those at vice president level and above, Human Resources personnel, and managers with hiring authority over the referred candidates, are eligible for the referral bonus.
- Immediate family members are not eligible candidates for referral. Immediate family members are considered to be parent, husband, wife, children or sibling.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Santa Energy. Temporary, and former employees of Santa Energy are not eligible candidates for referral awards.
- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form and a resume or employment application.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.



- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by Santa Energy during the hired candidate's first 90 days of employment to receive the first payment of the referral bonus and also be employed at the six-month mark to receive the second part of the payment.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- All referral bonus payments will be paid in the payroll the week following the 90day and six-month mark respectively.

Candidate Referral Form

Candidates Name: _____ Job Title: _____

Referring Employee's Name: _____

I have read and understand the referral program rules.

Referring Employee's Signature

Date

Attach the candidate's resume or application and submit this form to Human Resources.

HR Use

Hire Date: _____ Amount of Bonus: _____

Payment #1, (50% after 90 days) Payroll Week # _____

Payment #2, (50% after 120 days) Payroll Week # _____