

SUBJECT: CENTRALIZED EMPLOYEE REFERRAL PROGRAM (MyReferral)	ORIGINATING DEPT: HUMAN RESOURCES	SECTION: RECRUITMENT & STAFFING
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I. POLICY/PURPOSE

The Compass Group *Centralized Employee Referral Program Policy* explains important aspects of our employee referral eligibility and procedures. The Company places great importance on referrals as they help drive candidate flow, strengthen the quality of our hires, and increase Associate retention while incentivizing our Associates.

When an Eligible Associate recommends a qualified candidate, and the candidate is successfully hired into an Eligible Position, the Eligible Associate will receive an Employee Referral Bonus after the New Hire completes ninety (90) days of work. Once this ninety (90) day period has passed, if both the Eligible Associate and the New Hire are still actively employed by the Company, the Employee Referral Bonus will be paid to the Eligible Associate in their next regularly scheduled paycheck.

The value of the Employee Referral Bonus amount that the Eligible Associate receives will depend on the Hay Grade of the New Hire they refer.

Hay Grades and their corresponding bonus amounts are listed below:

<u>Eligible Position</u>	<u>Minimum Gross Bonus*</u>
Frontline Associates	\$250
Hay Grades 9 – 11	\$500
Hay Grades 12 – 14	\$750
Hay Grades 15 – 21	\$1,250

**Sectors could decide to have higher referral bonus amounts*

Double Bonus Opportunity

Associates are eligible to receive a bonus at double the value if they help to staff a position that is deemed appropriate by sector leadership. Positions that sector leadership approve to be eligible for a double bonus will be listed accordingly on the open position's job requisition request form and job posting.

II. ELIGIBILITY

- A. Eligible Associates:** All active, non-temporary, non-union Associates are eligible to receive the Employee Referral Bonus, with the exception of (a) Associates having a Hay Grade of eighteen (18) and above; (b) Associates in the Human Resources Department (c) the Hiring Manager; and (d) individuals referring direct or indirect reports into their department and/or into their reporting chain.
- B. Eligible Positions:** All full-time open positions posted on www.altogethergreat.com/careers are potentially eligible for a referral bonus. The open positions must be for a sector that is participating in the program. For a list of participating sectors, contact MyReferral@compass-usa.com.
- C. Eligible Candidates:** All external candidates are eligible for referral with the following exceptions: If a candidate is currently employed by the Company, or has been employed by the Company within the last twelve (12) months, they will not be eligible to participate in the referral program. Additionally, if a candidate has already been presented to a Hiring Manager, they will not be eligible to participate in the referral program.

III. RESPONSIBILITY FOR ADMINISTRATION

Field Human Resources in conjunction with Compass Group Recruiting are responsible for the administration of this policy.

IV. PROCEDURES

- A.** The referred candidate must apply online (www.altogethergreat.com/careers) to an open position at the Company that is eligible for referral bonus.
- B.** In the portion of the application that states: “How did you hear about us?” the referred candidate must select the ‘Employee Referral’ option to be considered a referral. They must also complete all accompanying information in this portion of the application (the Eligible Associate’s three pieces of identifying information including their name, e-mail address and/or phone number, and sector) for the Eligible Associate to be considered a referrer.
- C.** After the New Hire has completed ninety (90) days of work, the Referring Associate is eligible to receive their Employee Referral Bonus if both the Eligible Associate and the New Hire are still employed by the Company. This ninety (90) day period can be nonconsecutive in nature for Associates working in the education sectors or Associates who must go on leave, in which case

Eligible Associates will have up to one (1) year to complete their ninety (90) days.

- D.** To process the Employee Referral Bonus, the Talent Acquisition Admin will submit a request to the Payroll Department. The Employee Referral Bonus will be paid from the New Hire's cost center and will be issued within thirty (30) days of the completion of the ninety (90) day period. The bonus will be received in the Eligible Associate's regularly scheduled paycheck, subject to all applicable withholding taxes.
- E.** In the event an applicant is referred from multiple sources, e.g. from two Associates, only the first referral listed on the application will be eligible for the Employee Referral Bonus.
- F.** The Center of Excellence ultimately has management over this program, therefore all referrals will be paid out at their discretion. All decisions will be final.
- G.** Compass Group reserves the right to modify the program at any time. Should the program be discontinued, all in-progress referrals will be paid out.

End of Policy