

Employee Referral Bonus – Terms & Conditions

1. Referral Bonus Amount

- Eligible employees may earn a **\$100 referral bonus** for each successful referral.
- The bonus is paid in **five (5) weekly installments of \$20** each.

2. Eligibility:

- Referrals must be submitted using the referral submission form.
- A referral is considered successful once the referred associate is hired and begins an assignment through Candidate Source.
- To be eligible, the referring employee must submit the referral **prior to or at the time of hire.**
- No referral bonus will be paid if the referred candidate has previously worked for Candidate Source.
- The referring employee must be actively employed by Candidate Source and on an active assignment to receive referral bonus payments. Candidate Source is unable to pay bonuses to individuals who are not actively working for the company.
- All active employees of Candidate Source are eligible to participate, unless otherwise prohibited by law.

3. Payment Schedule:

- Payments of \$20 will be made via payroll for each week the referred associate works during their **first five (5) weeks of employment.**
- If the referred associate does not work a full week, no payment will be made for that week.
- If the referred associate leaves or is terminated before completing five weeks, the referring employee will only receive payment for the weeks actually worked.

4. Additional Conditions:

- Referral bonuses are considered **taxable income** and will be processed through regular payroll.
- Candidate Source reserves the right to determine eligibility for the program, resolve any disputes, and modify or discontinue the program at its discretion.
- Multiple employees may not claim the same referral. In the event of a dispute, Candidate Source's records will determine who is credited.