

Referral Bonus Policy

<input type="checkbox"/>	Staffing
<input checked="" type="checkbox"/>	Healthcare
<input checked="" type="checkbox"/>	Resources
<input checked="" type="checkbox"/>	IT

POLICY STATEMENT

We believe referrals are the best source for recruiting new Prolink employees. The Referral Bonus Policy allows the company to reward individuals when they refer qualified candidates for assignments. To receive the award, the referred candidate must be successfully hired and complete an average of 30 hours per week for their first assignment within 365 days of receiving the referral.

DEFINITIONS

- **Referral:** A referral is an individual that is employed due to their direct connection with another current Prolink external talent or a Non-Contractor. All referrals must be contacted by their referrer regarding the assignment. They must also have knowledge of the assignment and job duties in which they are being referred.
- **External Talent:** An employee of Prolink, whose primary position is held at an external location with a client at their facility site.
- **Non-Contractor:** An individual who is not employed internally or externally by Prolink.

WHO IS A QUALIFIED REFERRAL?

- A qualified referral is a candidate who is hired by ProLink for their first assignment, after being submitted as a referral by external talent, a non-contractor or an internal employee. To be compensated for a referral, the referred talent must be put in direct contact with a recruiter by the referrer and/or the referrer must provide the referral's contact information to their recruiter on behalf of the referred talent.
- All referrals must be submitted through the External Talent Referral Bonus submittal portal in order to qualify.

WHO IS A QUALIFIED REFERRAL?

Referral bonuses will be paid to talent who refer candidates based on the following:

- The referrals must be documented in the system of record, under both the referrer and the referred talent profiles.
- The referred talent must work an average of 30 hours per week during their first assignment or first 13 weeks of work on their assignment. The average hours worked can be calculated over the length of the first assignment or the first 13 weeks of work on their assignment.
- The form must be submitted within 1 week of the referred talent’s completion date of assignment or 13th week of work on assignment.
- The referred talent must begin employment within 365 calendar days of receiving the referral.
- Talent placed in a Direct Placement position with ProLink who, within the first 6 months of start date, refer other talent may be considered for payout allowance for external talent on Table 1.
- Payout allowances will be paid approximately 3 weeks after the electronic form is submitted. Referral bonuses will be paid to the referrer in the form of a Visa Gift Card.
- Payout allowances are outlined in Table 1, based on division.
- The bonus becomes earned when the referred talent successfully completes their first assignment. The referral bonus is not earned or payable if the referred candidate is terminated or voluntarily leaves the assignment prior to successfully completing.

DIVISION	EXTERNAL TALENT SKILLSET	PAYOUT ALLOWANCE FOR EXTERNAL TALENT & INTERNAL EMPLOYEES	PAYOUT ALLOWANCE FOR NON-CONTRACTORS
Travel	All skillsets	\$500	\$300
Nursing	RN	\$500	\$300
Nursing	Any skillset other than RN	\$250	\$100
Therapy	RT, PT, OT, SPT, & LSW	\$500	\$300
Therapy	Any skillset other than RT, PT, OT, SPT, or LSW	\$250	\$100
Home Health	RN	\$500	\$300

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Home Health	Any skillset other than RN	\$250	\$100
Allied	All skillsets	\$250	\$100
Engineering	Technical	\$500	\$300
Skilled Trades	Non-technical	\$250	\$100
PPS	All skillsets	\$250	\$100
AEC	Architecture & Engineering	\$500	\$300
AEC	Construction	\$250	\$100
IT	All skillsets	\$500	\$300
Scientific	All skillsets	\$500	\$300
Clinical Research	All skillsets	\$500	\$300