

External Referral Bonus Policy

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<input checked="" type="checkbox"/>	Healthcare
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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 a minimum of four weeks and have a positive finish at the end their first assignment with Prolink. The referral bonus must be submitted within four weeks of the end date of the referred employee's contract.

DEFINITIONS

- Referral: A referral is an individual that is employed due to their direct connection with another current Prolink external talent. All referrals must be contacted by their Referring Employee 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.
- Referring Employee: An external talent employee who submits or connects the Referral to Prolink.

WHO IS QUALIFIED TO SUBMIT A REFERRAL?

- An external talent employee who submits or connects the referral to Prolink who has been an active employee within the twelve (12) months immediately preceding the referral's start date with Prolink. To be compensated for a referral, the referral must be put in direct contact with a recruiter by the referring employee and/or the referring employee must provide the referral's contact information to their recruiter on behalf of the referral.
- All referrals must be submitted through the External Talent Referral Bonus submittal portal by the Prolink employee who the referral was submitted in order to qualify.

WHO IS A QUALIFIED REFERRAL?

- Referral bonuses will be paid to talent who refer candidates based on the following:
 - A qualified Referral is a candidate who is hired by Prolink for their first assignment or an assignment after three (3) years of break in employment with Prolink, after being submitted as a referral by an external talent. The Referrals must be documented in the system of record, under both the referring employee and the referral profiles. The referral must work an average of 30 hours per week during their assignment for a minimum of four weeks. 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 payment form must be submitted to the External Talent Referral Bonus submittal portal within four weeks of the referral's completion date of assignment by the Prolink recruiter.
- The referral must begin employment within 365 calendar days of receiving the referral.
- The bonus is considered earned and payable when the referral successfully completes their first assignment. The referral bonus is not earned or payable if the referral is terminated or voluntarily leaves the assignment prior to successfully completing
- 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 4 weeks after the electronic referral form is submitted to the External Talent Referral Bonus submittal portal and the review of the referral's employment eligibility has been completed by the Marketing and Payroll departments. Referral bonuses will be paid to the referring employee. Payout allowances will be paid via gift card. Gift cards provided by the company are considered taxable income under IRS regulations. The value of these gift cards will be included in taxable wages and applicable taxes will be withheld through payroll for current year employees or reported via 1099.
- Payout values for referrals are outlined in Table 1, based on division and skillset.

TABLE 1

DIVISION	EXTERNAL TALENT SKILLSET	PAYOUT ALLOWANCE
Nursing and Allied	All skillsets	\$1,000
Engineering	Technical	\$500
Skilled Trades	Non-technical	\$250
AEC	Architecture & Engineering	\$500
AEC	Construction	\$250