

## RAFN REFERRAL POLICY

### **Procedure:**

1. All fulltime employees, other than the executive management and HR staff are eligible for the referral fees on referring an interested candidate to the HR department for active recruitment at Rafn Company for open advertised positions.

OR

Any contractor, customer, vendor, subcontractor or other business partner who refer job candidates then hired by Rafn will be eligible for the referral fees on referring an interested candidate to the HR department for active recruitment at Rafn Company for open advertised positions.

2. Rafn Employee Referrers: In order to be eligible for the employee payout for referral fee, referred candidates must:
  - a) Be a new referral, not a previous employee or a candidate already in the HR database
  - b) Not be a temp assigned to a staffing agency or a current Rafn jobsite
  - c) Be hired and remain in Rafn Company employment successfully for a period of 180 days

Other Referrers: In order for Contractors, customer, vendor, subcontractor or other business partners to be eligible for the referral reward, they must be in good standing with Rafn Company and referred candidates must:

- a) Be a new referral, not a previous Rafn employee, or a candidate already in the Rafn HR database
  - b) Not be a temp assigned to a staffing agency
  - c) Be hired and remain in Rafn Company employment successfully for a period of 180 days
3. The referrer needs to fill out EITHER the Rafn Employee Referral Form OR the Outside Referral Form and submit to the HR department as the recruitment process begins. Referral forms can be obtained from the intranet Operations Manual in the HR directory, on the employee website, and on our Rafn website, or by special request (HR: 425-702-6635).
  4. The referred candidate will undergo the standard recruitment process designated for the particular position. Open recruitment will be based on the available vacancy and the needs of Rafn Company at that point of time, and are subject to change without notice.
  5. If the referred candidate is hired, the referrer is eligible to claim a referral fee as per the parameters defined below.

## Parameters

The following is the referral fee applicable under this policy:

NO.	*LEVEL OF REFERRED CANDIDATE	REFERRAL REWARD FEE
1.	Field/Non-Exempt	\$500.00
2.	PE's (Project Engineers)	\$750.00
3.	PM's & Supts (Project Managers & Superintendents)	\$1000.00

**\*Referrals for other positions not listed here will be at the discretion of the executive management team and will be decided on a case-by-case basis.**

6. The payment to the referrer for a successful recruitment is made as follows –
  - a) Referral fee will be paid to referrer, after the referee has been successfully in the employment of the company for a period of **180 days**.
  - b) Employee referrer must be an active employee at the time the referral is made and at the time the fee is due to be paid, in order to receive the reward fee.
  - c) The referral bonus fee will be paid out on the weekly payroll following eligibility, minus required applicable employee withholding and taxes.
  - d) Outside referrer fee will be paid out in one lump sum (see item a). Referrer is required to submit a completed W9 to Rafn for referral reward amounts exceeding \$600.00 (in single tax year). Rafn will provide the referrer a 1099MISC IRS tax form, for IRS income reporting purposes. It is the referrer's responsibility to keep HR updated with any contact changes/updates. In the event this information is out-of-date and contact with the referrer cannot be made, the reward will not be made.

### General Guidelines:

- Referrer's role is limited to making the referral and will not in any way be involved with the interview or salary fixation of the candidate.
- Fee amounts and eligibility factors are subject to change based on the business, organizational and economic needs of Rafn Company.
- All recommendations made by Rafn Company employees must come from their personal contacts/connections and networks, and not through any recruitment/staffing agency or random solicitations. Temp agents currently assigned to a staffing agency and/or Rafn projects, are exempt.
- If the referral candidate's resume already exists in the database, there will be no referral fee paid.
- Rafn Company will not enter into any debate with an employee who has unsuccessfully referred a personal contact. Decisions by management are final.
- In the event two individuals have referred the same hired candidate, HR will determine which party first made the referral to provide reward.
- This policy may be periodically made inactive and/or updated without notice. Please check with Human Resources to see if the policy is currently active.

## **RAFN EMPLOYEE REFERRAL FORM**

**THIS EMPLOYEE REFERRAL FORM TO BE COMPLETED AND SUBMITTED TO THE HR DEPT. ALONG WITH THE CANDIDATE'S NAME/INFO BEFORE OR AT THE TIME OF INTERVIEW. PLEASE ATTACH RESUME, IF POSSIBLE.**

### **REFERRAL FOR OPEN ADVERTISED POSITIONS ONLY**

Name of the Applicant: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Land line: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Current Organization, if any: \_\_\_\_\_

Current Designation, if any: \_\_\_\_\_

Total Years of Experience: \_\_\_\_\_

Personal Recommendation (years known, known qualifications & experience, etc...):

\_\_\_\_\_

\_\_\_\_\_

### **RAFN EMPLOYEE INFORMATION**

Referred By: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Title: \_\_\_\_\_

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### **FOR HR USE ONLY**

Referral Date: \_\_\_\_\_ Date of Referred Candidate's Hire: \_\_\_\_\_

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

What fee amount is applicable (Field/PE/PM & Supt): \_\_\_\_\_

Date Referral Fee due to Referrer: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Initials: \_\_\_\_\_

**Please contact Human Resources if you have any questions, 425-702-6635.**

## **RAFN COMPANY OUTSIDE REFERRAL FORM**

**THIS REFERRAL FORM TO BE COMPLETED AND SUBMITTED TO THE  
RAFN HR DEPT. ALONG WITH THE CANDIDATE'S INFO, BEFORE OR AT  
THE TIME OF INTERVIEW. PLEASE ATTACH RESUME, IF POSSIBLE.**

### **REFERRAL FOR OPEN ADVERTISED POSITIONS ONLY**

Name of the Applicant: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Land line: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Current Organization, if any: \_\_\_\_\_

Current Designation, if any: \_\_\_\_\_

Total Years of Experience: \_\_\_\_\_

Relationship: \_\_\_\_\_

Personal Recommendation (years known, known qualifications & experience, etc...):

\_\_\_\_\_

\_\_\_\_\_

### **OUTSIDE REFERRER INFORMATION**

Referred By: \_\_\_\_\_ Company: \_\_\_\_\_

Years at Company: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Mail Address: \_\_\_\_\_

### **FOR HR USE ONLY**

Referral Date: \_\_\_\_\_ Date of Referred Candidate's Hire: \_\_\_\_\_

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

What fee amount is applicable (Field/PE/PM & Supt): \_\_\_\_\_

Date Referral Fee due to Referrer: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Initials: \_\_\_\_\_

**Please contact Human Resources if you have any questions, 425-702-6635.**