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|  | Policy MANUAL Corporate | Section HUM | Pages 2 | Policy Number: 33 |  |
| Subject: Employee Referral Program Policy | | | | Endorsed by: Human Resources Manager Date: October 2017 | |
| Supersedes: n/a | Cross Reference: Employee Referral Form HUM 08-62 | | | Approved by: Senior Management Meeting Date: October 2017 | |

PURPOSE:

To outline our Employee Referral Program, as well as associated forms and procedures.

We value our employee’s input, and welcome introductions to external individuals who may be a good addition to our team. We want to thank and reward our employees for helping us find our future team members.

SCOPE:

This policy is open to:

- all union and non-union employees (full time, part time, casual, and contract)
 - *Exception:* individual who are in a position to make direct hiring decisions
- all currently posted job openings
 - *Exception:* during the 7 day period where the posting is considered internal
- resumes which are submitted where there is no specific job posting, and where the resume is held on file for any future job openings
- any resume submitted after October 23, 2017

POLICY:

A) PROCEDURE

1) Submitting Referral Resumes

Existing employees wishing to submit a resume of someone who they feel would be a good addition to our team should complete the Employee Referral Form and attach an updated resume of that person.

Completed Employee Referral Forms and attached resumes should be forwarded to the HR Administrator at the Head Office location.

Employee referrals, where they are in relation to a specific external job opening, should be submitted no later than the job posting closing date. The job posting reference number should be added to the Employee Referral Form.

Employee referrals, where they are not in relation to a specific job opening, can be submitted at any time. These resumes will be kept on file for a minimum of six (6) months.

2) **Reviewing Referral Resumes**

The HR Administer will add the individual's resume into the group of applicants for the specific job posting, and will send it to the hiring manager for review.

Should the referred person meet the qualifications of the role, they will be invited to an in-person interview in the standard manner.

Candidates who have been referred through this program will receive equal and fair consideration during the recruiting and selection process.

3) **Hiring a Referred Individual**

Where a referred person is hired (for either fulltime, part time, casual, contract, union or non-union), the HR Administrator will notify the existing employee about the hire and will provide them with an approximate date in which they become eligible for their Referral Reward. The eligibility date will be approximately 3 months from the new employee's start date. The HR Admin will also note this date on the Employee Referral Form before filing.

A copy of the completed Employee Referral Form will be placed in the HR file of both the new employee and the referring employee.

A referral is considered to be successful and eligible for the Referral Reward after:

- The new employee meets all the conditions of their employment offer (eg. police check etc) **AND**
- Where the new employee is still employed with us 3 months after their hire date **AND**
- Where the referring employee is still employed with us at the 3 month anniversary date of the new employee **AND**
- There are no major performance issues on file for the new employee.

4) **Referral Reward**

As a way of thanking our employees for their efforts, those who have successfully referred a new employee will be provided with one (1) day off with pay.

The day off will be paid based on the current wage rate and an average of the daily hours worked over the previous 4 weeks. Where there are difficulties determining the average daily hours worked in this manner, a case by case review will occur.

The day off with pay should be requested with at least 1 week notice, in order to allow appropriate scheduling. Managers/Supervisors have final approval on these requested dates. The day off must be taken within 6 months of earning it. Employees will forfeit their day off with pay if it is not taken within the 6 month window.

It will be the responsibility of the Manager/Supervisor to track when an earned day off with pay has been taken, and to ensure that the proper payroll code is selected for this day.

The day off with pay will be processed through payroll in the standard manner.

B) DOCUMENTATION

Employee Referral Form HUM 08-62

Resume of potential candidate

C) REFERENCE SOURCES

N/A

D) DATE OF REVIEW

This policy is reviewed every 3 years. The date of the next review is October 2020.