



Please read carefully. By submitting a candidate for referral, you are agreeing to the following terms and conditions.

I. Objective

The External Referral Bonus program offers a one-time referral payment to persons unaffiliated with M&M Home Remodeling Services ('M&M'), to help M&M attract, hire, and retain the very best talent. Effective February 3rd, 2021, referrals are valid for 6 months from the date of submittal, and the referral bonus will be paid even if a candidate is hired for another position within our organization within the 6 month time frame.

II. Individuals eligible for an external referral payment

You must be an individual person (i.e., not a business entity) and a legal resident of the United States who is at least 18 years of age to participate in the External Referral Bonus Program.

III. Individuals not eligible for an external referral bonus:

The following people/entities are not eligible to participate in this program:

- Current M&M employees and their immediate family members (Please See Employee Referral Program for how you can receive a referral bonus)
- Staffing/recruiting agencies or consultants, or any employee or consultant of a third party to whom M&M is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such third-party

IV. Non-eligible candidates

You are not eligible for an external referral payment if the candidate you refer is a:

- Self-referral
- Candidate who has already been referred by a current M&M employee
- Current applicant to M&M (if they have applied to or have worked for M&M within the last 12 months)
- Recent or current contractor, temporary worker, payrollee, or consultant
- Former M&M employee
- Family member of a current M&M employee

V. Payment terms

If you are eligible to participate in the External Referral Program, M&M shall pay you a one-time external referral payment in the amount of \$1,000 (gross) for a referral, if the referral results in a successful regular full-time hire, and such referred employee:

- Acknowledges he or she was referred by you



- Completes 90 days of continuous, active employment with M&M Home Remodeling
- Is in good performance standing at the end of such 90 day period
- Is actively employed by M&M at the time the external referral bonus is to be paid
- Was hired against an external referral program eligible position

If the referral is successfully hired by M&M, you must complete and return to M&M an IRS Form W-9 (and any other documentation that M&M may require) in order to receive the referral bonus. This form will be supplied to the referrer by M&M once the referred candidate has started employment with M&M.

M&M will process the external referral bonus within 30 days after the referred employee completes the 90 days of employment mentioned above, and the required paperwork has been submitted. Payments will be made on a 1099 basis, and paid by company check from M&M.

VI. Process to refer candidates

Referral information will be submitted directly to Meghan MacFadden, Talent Acquisition Specialist, via email at mmacfadden@m-mcorp.com.

Referrals submitted any other way, that do not include all the required information, or that are not properly identified will NOT be eligible for this Program.

To be eligible for an external referral bonus, you must provide the following at the time of your initial submission:

- Your name and contact information (phone number and email address)
- The potential candidate's full name
- The potential candidate's contact information (phone number and email address)
- Your relationship to the potential candidate
- The job area of interest (job title) to which you are referring the potential candidate
- The potential candidate's resume (and other documents, if applicable)

Note: One candidate per submittal. If the referred candidate appears to be a match, we will contact him or her. The referred person must acknowledge that you referred him or her, and then we will ask him or her to apply online through the M&M careers website.