



Employee Referral Program Policy Explanation:

Our Employee Referral Program Policy explains important aspects of our employee referral procedures. M&M knows that great people know great people, and we encourage internal employees to refer other hard working, value driven employees. This Employee Referral Program Policy applies to everyone who refers a candidate to our company.

Employee Referral Bonus

If you know someone who you think would be a good fit for a position at M&M, feel free to refer them utilizing the attached form. If your referred candidate or Install Partner crew is hired, you are eligible for a \$1,000 referral bonus!

Referral bonuses will be paid based on the length of service of the referred employee outlined below:

- \$250 paid 30 days after start date of referred employee **OR** \$75K produced by Install Partners
- \$250 paid again 60 days after start date of referred employee **OR** \$150K produced by Install Partners
- \$250 paid 90 days after start date of referred employee **OR** \$200K produced by Install Partners
- Last, \$250 paid 120 days after start date of referred employer **OR** \$250 produced by Install Partners

There is no cap on the number of referrals an employee can make.

If two or more employees refer the same candidate, only the first referrer will receive their referral rewards.

Referrers are still eligible for rewards even if a candidate is hired within 6 months of referral date or gets hired for another position.

External Networking Bonus

If you refer an outside contact that refers a candidate to M&M, you are eligible for a \$250 referral bonus

Example: You have a supplier in your network that refers someone for a Field Superintendent position. If that candidate begins working with M&M, after 90 days of employment you will receive a \$250 for referring someone in your external network to connect M&M with candidates in their network. You must email Meghan MacFadden (mmacfadden@m-mcorp.com) so TA and HR can track external referrals. Any candidate hired within 6 months of the introduction will make you eligible for the \$250 bonus.

Who can participate in our employee referral program?

All employees are eligible to participate in our referral program **except** for:

Senior management (CEO, Directors)

Recruiters and hiring managers for positions for which they are hiring.

Note that hiring managers cannot refer anyone for a position for which they are directly or indirectly responsible. But, they can refer someone for a position that's in a different department, office or function.

Who can be referred?

We have two conditions for candidates who can qualify you for the referral bonus. They should:

- Have not applied to or have worked for M&M for at least one year
- Be hired as permanent full- or part-time employees (not as temporary employees), or Install Partner crews

Our company may use an online form or a platform where employees may refer candidates. You can also reach out directly to Meghan MacFadden, Talent Acquisition Recruiter, with referrals.

Generally, we encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

**Referrals subject to tax*

M&M Employee Information

M&M Employee Name: _____ Date: _____

E-Mail Address: _____ Telephone Number: _____

Referral Information

Candidate (Or Install Partner) Name: _____

E-Mail Address: _____ Telephone Number: _____

Position Referred For: _____

Why this candidate is qualified for this position:

For Human Resources & Payroll Use Only

Date Received: _____

Interviewed? _____

Hired? _____

Award Dates

30 days/\$75K Produced \$250 Paid _____

60 days/\$150K Produced \$250 Paid _____

90 days/\$200K Produced \$250 Paid _____

120 days/ \$250 Produced \$250 Paid _____

External Network Referred/90 days \$250 Paid _____