

## **CLOW STAMPING COMPANY**

### **Employee Referral Program**

At Clow Stamping Company, we believe our employees are our greatest asset. We offer the following employee referral program to assist in recruiting the best candidates.

If you refer a person who is hired and remains an employee for **six months**, you will both receive a reward of \$250.00, less applicable taxes. If your referral remains an employee for **12 months**, you will both receive an additional reward of \$250.00, less applicable taxes.

#### **Who Can Make A Referral ?**

You are eligible to make an employee referral if you are a Clow Stamping employee or are placed at Clow Stamping through a staffing agency.

#### **What Types of Jobs are Eligible ?**

All open positions are eligible for this reward program.

#### **Who Can be Referred ?**

Candidates are eligible for employee referral provided they:

- Are not currently employed by Clow in any capacity
- Have not been referred previously by someone else
- Have not applied for or worked for Clow in the last six months

Candidates must demonstrate that they have:

- The required qualifications
- Have a good employment record

Human Resources will make the final determination regarding eligibility after the candidate applies and the application has been received.

#### **How Do I Refer Someone ?**

The process of referring a candidate is simple. Just complete an employee referral form and turn it in to Human Resources. If you refer more than one candidate, you need to complete a separate form for each person.

### **When Am I Eligible to Receive the Referral Reward ?**

You are eligible to receive the reward:

- If you submitted your referral form prior to the time the candidate applied at Clow or was offered an interview at Clow; or before the candidate indicated your referral at the staffing agency
- When the person you referred is hired into a position at Clow
- After the appropriate timelines have been met

### **Referral Payouts**

Referral rewards will be paid to active employees in two installments, with the first after completing 6 months of service and the second after 12 months of service. Payments will be made in the next available pay period.

1. \$250.00 for referring and \$250.00 for referred candidate upon successful completion of referred candidate's 180 days (six months) of Clow employment.
2. \$250.00 for referring and \$250.00 for referred candidate upon successful completion of referred candidate's 365 days (12 months) of Clow employment.

### **Other Things You Should Know**

Human Resources reserves the right to make the final determination about candidate eligibility, including whether they are qualified for positions designated within the program. In the event an applicant is referred by more than one employee, the deciding factor will be the date of receipt of the referral to Human Resources.

**IF YOU HAVE QUESTIONS REGARDING THE PROGRAM, PLEASE CONTACT HR**