

EMPLOYEE REFERRAL PROGRAM

NPG's **Employee Referral Program** is designed to encourage and reward employee referral participation for all full-time positions. Research has shown, and our own experience supports, that people joining our organization through employee referrals are excellent contributors, stay with us longer, and are more cost effective to recruit.

When an active NPG employee refers a qualified candidate for an open full-time position and they are hired, the referring employee will be eligible to receive a **cash-based taxable** incentive through NPG's *regular payroll process*. This incentive will be processed during the first applicable pay period following the date the candidate reports to work.

To be eligible, a completed Referral Form and copy of the candidate's resume or application must be submitted directly to HR prior to the referred candidate's first day of employment. Note: Supervisors/managers are not eligible for this program if the candidate is hired within their respective department.

Pay out of the incentive is structured as follows:

1. The referring employee will first be awarded a cash-based taxable incentive of **\$250** effective within the first applicable pay period following the day the referred employee reports to work.
2. The referring employee will be awarded a second cash-based taxable incentive of **\$250** once the referred employee has successfully, and without performance issue, completed six consecutive months of employment. This award will be processed during the first applicable pay period following the six-month completion date.
3. The referring employee will be awarded a final **\$500** cash-based taxable incentive when the referred employee has successfully, and without performance issue, completed twelve consecutive months of employment. This award will be processed during the first applicable pay period following the twelve-month completion date.
4. The referring employee must continue to be employed with NPG to receive any payments.

The guidelines outlined below must be followed in order to participate:

1. Employees will need to obtain permission from the individual prior to referring them for a position.
2. Employees are required to uphold expectations regarding the non-release of confidential company information in addition to refraining from making any unauthorized commitments or implied promises of employment.
3. The hiring of a referred employee must occur within six months of the initial referral date.
4. The referral must represent the candidate's first contact with our organization. Temporary, Contract and former employees are not eligible candidates for referral.
5. The first employee to refer a candidate will be the only referring employee eligible for payment.
6. All candidates will be evaluated for employment consistent with NPG's policies and procedures, and all information regarding the hiring decision will remain strictly confidential.