

EMPLOYEE REFERRAL PROGRAM

Our company is always looking for talented people who exhibit our CARDIA values, and you can help! Research has shown that new hires that come into a company through employee referrals are excellent contributors, stay with the company longer, and are a more cost-effective recruit.

That is where your assistance comes in! You likely have a unique set of professionals in your network, and we encourage you to use your networking skills to identify quality candidates for employment with Lochmueller Group. If you know someone who would be a good addition to our company and meets the qualifications for a current job opening, it may be worth up to \$2,000 if you refer them for employment and they are hired.

You can refer candidates in one of the following ways:

1. Send a resume with the reason you are referring the candidate to one of our Talent Acquisition Specialists via email.
2. Submit the resume to our Applicant Tracking System. To do so, email the candidate's resume to lead@hire.lever.co and include the reason for the referral. It is still recommended that you notify our Talent Acquisition Specialists of the referral to ensure that the referral can be reviewed in a timely manner.
3. If you have access to Lever, you can submit a referral in the following manner:
 - Login to Lever
 - Select the "Referral" tab at the top of the screen
 - Click "Refer Candidate"
 - Upload the resume and provide the information requested
 - Click "Submit Referral"

If your referred candidate is hired and meets the eligibility criteria for a referral bonus, you will be awarded the following bonus amount within 30 days of the referred candidate's start date:

- Full-Time Employee: \$2,000
- Regular Part-Time Employee: \$1,000
- The following are not eligible candidates for a referral bonus: Non-regular part-time, seasonal, temporary, or former Lochmueller Group employees.

Referral Program Rules

1. Referral Eligibility: All Lochmueller Group employees are encouraged to refer candidates; however, the following positions are excluded from the referral bonus payment: Members of Executive Management, State Directors, Regional Leaders, Area Managers, Discipline Leaders, Human Resources, and managers with hiring authority over the referred candidate(s).
2. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date and the referral must represent the candidate's first contact with Lochmueller Group.

Note: Exceptions may be made on a case-by-case basis, at the discretion of Human Resources, if it is determined that a referring employee's actions or ongoing engagement with a referred candidate is the primary reason for the candidate being hired.

3. The referring employee must agree to have their name used for introduction.
4. In order to receive a referral bonus, the referring employee must be actively employed with Lochmueller Group on the pay date following the referral's hire date.
5. The first employee to refer a candidate will typically be the only referring employee eligible for payment. However, if a candidate indicates that they were referred by multiple employees, Human Resources will determine if the referral bonus should be split among the referring employees.
6. Only candidates who meet the essential qualifications for the position will be considered.
7. All candidates will be evaluated for employment consistent with Lochmueller Group policies and procedures.
8. All information regarding the hiring decision will remain strictly confidential.
9. Any disputes or interpretations of the program will be handled through Human Resources.
10. The company reserves the right to modify the referral bonus amounts, or these rules at any time.