

Employee Referral Bonus – policy

Doyon, Limited (Doyon) values the opinions and judgement of its current employees and recognizes the importance of referring possible future employees. Employees are encouraged to identify and introduce friends and prior colleagues they believe will be a good fit for Doyon. Doyon benefits by receiving a referral from a trusted employee who understands our needs and culture. Employees benefit by helping to recruit and hire potential teammates and co-workers.

To receive a referral bonus, the referring employee must submit a brief note about the person who is being recommended (a short email that outlines how the employee knows the person and why they would be a good fit at Doyon) to hr@doyon.com and send a link from the job opening to the candidate. When the candidate applies for the position using the unique referral link, the referring individual's name and email are recorded in our Applicant Tracking System.

After six (6) months of successful employment by the new employee, the referring employee is eligible for a \$1,000 (taxable) referral bonus. Highly specialized and difficult to hire "hot jobs" will be awarded an additional \$1,000 referral bonus, payable after six (6) months of employment. The referring employee must be an active employee at the time of payment to receive the bonus. This is paid through our regular payroll cycle as a "referral bonus". When approved, the referral bonus will be included on the employee's W-2 earnings statement, subject to applicable taxes and deductions. If multiple people refer the same person, the referral shall be split. Bonuses will be split a maximum of three ways.

Referral bonuses are offered for referral of candidates for regular full-time positions only (referrals for temporary, interns, seasonal and on call position are not eligible). Candidates referred who are already in our Applicant Tracking System are not eligible. Employees must have a personal connection with the candidate.

Hiring managers are not eligible for the referral bonus if they refer a candidate for their own positions & department but may be eligible for a referral bonus if referring a candidate to another hiring manger. Executive level and Human Resources employees are not eligible for the Referral Bonus. Doyon reserves the right to change, add to, or terminate the Employee Referral Bonus policy at any time, based on the changing needs of the company or in compliance with applicable law.