

Hey Canadian Alliance...
interested in a **\$1000.00** Reward?

The best way to find the right individuals for
our company is by **getting your new hire referral**

We are introducing a referral program to incentivize our
current employees to refer like minded individuals to join
our company as either **Customer Service Reps or
Warehouse Workers**

How do you collect your \$1000.00 Reward?

Submit Their Name

To your supervisor or manager in advance
of them applying for a position.

They Will Be Interviewed

Candidates will be subject to our
established hiring procedures.

If They Are Hired

Reward will be paid out within 30 days of the new hired
employee successfully completing their 90 day or their
500-hour probationary period.

How Many Rewards Can You Earn?

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

What Happens If The Candidate Is Hired At A Later Date?

Referrers are still eligible for the rewards.

All rewards are subject to government taxes and your manager or supervisor can provide you
with the complete reward program details.

Program Effective: **June 5, 2019 To January 1, 2020**

New Hire Referral Rewards Program Overview

As Canadian Alliance continues to expand, we will continue to require best in class employees to meet our staffing needs. We recognize that our existing employees are a good judge in the potential suitability of prospective new employees. To this objective we are please to announce this program

Purpose:

The purpose of this policy is to reward existing permanent employees who have passed probation (500 hours Unionized or 3 Months Non-Unionized) with a Reward Referral Amount for introducing prospective employees to Canadian Alliance who are successfully hired and complete their probation period.

Policy Brief:

Canadian Alliance places great importance on referrals because we trust our employees know what's best for our company. We want to make this process as smooth as possible for our employees and those who they refer.

Scope:

This Employee Referral Program Policy applies to every Canadian Alliance Employee who refers a candidate to our company.

What is an employee referral reward?

Canadian Alliance will pay a One-Time Reward to every referrer. If you know someone who you think would be a good fit for a position at our company, feel free to refer them. If we end up hiring your referred candidate, you are eligible for \$1000.00 referral reward.

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 at a later time or gets hired for another position.

Who can participate in our employee referral program?

All employees are eligible to participate in our referral program except the President.

Any hiring manager or supervisor can't 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 a referred candidate to be eligible.

They must:

1. Have not applied to our company for at least a year.
2. They are hired as permanent full- or part-time employees.

Conditions:

- We guarantee that rewards will be paid out within 30 days of the new hired employee successfully completing their 90 day or their 500-hour probationary period.
- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- 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 at a later time or gets hired for another position.
- Rewards are subject to taxation. Please contact HR or your referral program manager for more information.
- We also reserve the right to modify change or suspend the referral program upon 30 days notice.
- Employees who referred candidates before the reward program was suspended or terminated will still receive the appropriate reward.
- All prospective referred candidates will be given the same consideration in hiring and will be subject to our established hiring procedures and all hiring decisions made by Canadian Alliance will be considered final.
- To avoid any disputes on who referrer identity is, it will be the responsibility of the referrer to submit to their supervisor in writing or by email the name of the person who has been referred.
- Referrer notifications must be received in advance of the prospective employee contacting or applying for a position with Canadian Alliance.
- Any current or past contract employees are not eligible to be a rewardable referral.
- To be paid a referral reward a referrer must be employed by Canadian Alliance at the time of payout.

Contact Information

Should you have any questions regarding this program, please feel free to reach out to either Liana Olson, Tyler Garnes or William McKinnon

June 5, 2019

