



PROFESSIONAL CONSTRUCTORS

## EMPLOYEE REFERRAL INCENTIVE POLICY

### Purpose:

At Acres Enterprises we consider our employees to be our greatest resource for the best source of candidates whenever there is a job opening within the Company. For this reason, we have introduced a referral incentive program to encourage Acres employees to be aware of staffing requirements and to reward those employees who identify and attract qualified candidates to Acres Enterprises.

### Scope:

This policy applies to all Acres employees with the exception of Human Resources, and the Executive / Senior Leadership team.

### Policy:

The Referral Bonus Award is used to provide an incentive to Acres employees who identify and/or bring new talent into the company by referring persons who are subsequently selected and successfully employed for our vacant positions.

### Objectives:

- Attract qualified candidates to Acres Enterprises
- Involve current employees in the hiring process
- Reward current employees of Acres Enterprises who identify and attract qualified candidate
- Decrease application time and recruiting costs
- Reach potential candidate who do not see or respond to other recruiting methods

### Procedure:

The referring employee is eligible to receive a \$1,000 award for referring an employee who does not currently work for, or whom has not worked for Acres in the past 12 months; as follows:

1. To be eligible for an award:
  - a. the Candidate Referral Form must be submitted to Human Resources and include the Candidate's resume.
  - OR
  - b. at the time of applying on our website, the new employee will be asked to provide a name if they were referred by an existing employee
2. The hiring of a referred employee must occur within six months of the initial referral date.
3. The referral is hired and passes their 20 day review, the referring employee will receive the first \$500 referral bonus on the payroll following HR's receipt of the 20 day review form.
4. The referral passes their 80 day review, the referring employee will receive the second \$500 referral bonus on the payroll following HR's receipt of the 80 day review form.

## *Exceptions*

The referring employee can not participate in the candidate recruiting, rating or selection process to be eligible for the referral incentive award.

In the situation where more than 1 employee refers the same candidate, only the first Candidate Referral Form received by Human Resources will be eligible for the incentive award.

## **Revenue Canada**

The value of the referral incentive is deemed by Revenue Canada to be taxable income paid to the employee.



PROFESSIONAL CONSTRUCTORS

## CANDIDATE REFERRAL FORM

This form must be submitted by the referring Acres employee to Human Resources prior to the completion of the competitive selection process, or prior to management's selection of the referred candidate.

**Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_

**Position the candidate is being referred for:** \_\_\_\_\_

We are:

**a**mbitious – energetic, hardworking professional dedication

**C**ompetent – consistent high quality workmanship

**r**espectful – honesty, fairness, integrity and respect

**e**ngaged – going above & beyond for each other, our clients and the company

**S**upportive – building a culture of loyalty and positive team work

Based on Acres Core Values, please describe your referral and why you recommend they are added to the Acres team.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

*For Completion by HR only:*

eligible for award

\_\_\_\_\_  
HR initial

20 day review & fwd to Payroll

\_\_\_\_\_  
HR initial

80 day review & fwd to Payroll

\_\_\_\_\_  
HR initial