

Executive Summary

This policy is intended to let you know of the referral bonus we have in place. This document/policy is governed by the framework outlined in <u>Appendix A</u>.

Referral Bonus

Since you are already part of the Conrad Labs family, we are sure you have great friends and peers who would be fantastic additions to our team when there are open opportunities. To help us grow the team with exceptional talent like yourself, we have a referral bonus that works as follows:

- If you refer an awesome candidate and they are hired, then you receive a PKR 50,000 bonus once the new team member has completed their probation period.
- Candidates added during the Lead Generation effort conducted by the HR or the team leads will not be considered for this benefit.
- To share a referral, please ensure that you drop an email to hr@conradlabs.com with the CV attached. Please note that incase one CV is shared by 2 team members, the referral bonus will be granted to the individual who shared it first.