



Employee Referral Bonus Program

Purpose

The purpose of the Employee Referral Bonus Program is to provide an incentive award to a current employee who brings new talent to the company by referring applicants who are selected and successfully employed.

Eligibility and Participation

Applicant - Applicants are persons not currently employed by Vernon or a temporary hiring agency and assigned to work at Vernon.

Referring Employee - All employees are eligible to receive a referral bonus except for:

- Employees whose regular, recurring, jobs include the recruitment of employees
- Selecting manager/supervisor or other persons associated with the selection of the candidate
- All HR Department employees

Additional Rules for Rewards:

- There is no cap on the number of referrals an employee can make. All rewards will be paid out accordingly.
- Employee referral bonus amounts may be higher if Vernon hires a referred candidate in a hard-to-fill role. These hard-to-fill roles are identified and determined by senior management.
- 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 is hired for another position within 12 months from the date of referral.
- Employee will receive the bonus in a regular paycheck, not in a separate check.

Referral Bonus Amount

- Referral bonus payments may be paid in a lump sum or in periodic payments until the new employee has completed his or her probationary period. Payments cannot be made until the referred candidate has been employed for a minimum of one month. The referral bonus amount will vary depending on the position being filled. Our referral bonus will be structured as follows:
 - \$500 referral bonus for a candidate hired in an hourly, non-exempt position, awarded after one month from the hire date;
 - \$1,000 referral bonus for a candidate hired in a salaried, exempt position, awarded after three months from the hire date;
 - \$500 referral bonus for a candidate hired as an Account Executive or Digital Sales, with one-year sales experience, awarded after one month from the hire date;
 - \$1,000 referral bonus for a candidate hired as an Account Executive or Digital Sales, with three years promotional and/or graphics sales experience, awarded after one month from the hire date.

Referral Bonus Program Administration

The Referral Bonus Program operates in accordance with the following program requirements:

- Referral Form must be completed and submitted to Human Resources prior to the candidate interviewing. Electronic forms can be found on the company intranet /employee portal.
- To receive the bonus, you must be an active employee at the time the new employee successfully completes the probationary period set out in the bonus structure.
- Referred candidates cannot be current employees of Vernon, its affiliates or any temporary, or contract workers employed by another entity, such as a staffing agency.
- Both the referring employee and the referred candidate must be employed by the company when any referral bonus is paid receive the referral bonus.
- The hiring process will be fair and consistent with company policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.

We may change our referral bonus program over time to add different incentives. We also reserve the right to abolish certain rewards if they prove ineffective or inefficient. We'll communicate any change clearly and timely. Employees who referred candidates before a reward was abolished, if ever, will still receive the appropriate reward.

The Vernon Company is an equal opportunity employer and does not discriminate against protected characteristics. Our referred candidates may take precedence in the hiring process. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.