



CAPTRUST

EMPLOYEE REFERRAL BONUS

CAPTRUST is always looking for talented people and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are valuable contributors, stay with the company longer, and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to CAPTRUST, you may be awarded a referral bonus of \$1,000.00 (less applicable taxes) if you refer a candidate and he or she is hired. Details below:

- All CAPTRUST employees, except Managing Directors and above, Human Resources personnel, interviewer(s), and managers with hiring authority over the referred candidates, are eligible for the referral bonus
- Temporary, intern, summer, contract, and former employees of CAPTRUST are not eligible candidates for referral bonus
- The hiring of a referred employee must occur within 180 days (six months) of the initial referral date
- The referral must represent the candidate's first contact with CAPTRUST as an applicant for employment
- The first employee to refer a candidate will be the only referring employee eligible for bonus
- To be eligible for a bonus, an employee must submit an email and resume referral to resumes@captrust.com highlighting for which role(s) the candidate would be a fit and why
- The referral bonus amount of \$1,000 is subject to all applicable federal, state, and local taxes
- Referral bonus payments will be paid on a regularly scheduled payroll date
- Payment will be made after the first 60 calendar days of the referred employee's hire date and before the 90th calendar day, provided both the referred employee and the referring employee are employees at time of payment
- This referral bonus is separate from the Financial Advisor referral bonus program

Please contact Human Resources with any questions or concerns: x10400 or HR.Service@captrust.com