

Total Rewards



Compensation | Benefits and Wellness | Work/Life | Performance and Recognition | Career Opportunity and Development

We believe that our employees are the best resource for finding excellent candidates for open Xylem positions. Simply stated, great people know great people. Therefore, we are introducing an Employee Referral Program designed to encourage internal employment referrals for Xylem North America.

How does the program work?

Internal referrals leading to a hire for a Xylem North America position will result in a cash award to the employee who first recommended the candidate. The cash award will be issued to the referring employee once the person who is hired successfully completes 90 days of employment. Cash awards amounts are as follows:

- Non-Exempt Salaried Positions – \$500
- Exempt Salaried Positions – \$1,000

All candidates will be evaluated for employment consistent with Xylem's Hiring & Staffing Policy.

Who is eligible to make a referral?

All active full-time Xylem employees are eligible to participate in this program, with the exception of:

- Employees who are Vice President level and above
- Members of the Human Resources department
- Hiring Managers or anyone involved in the selection process for the referral
- Interns, co-op students, temporary employees, union employees, consultants and contractors

Who is not an eligible candidate to be referred?

Employee referral bonuses will not be awarded for the referral of:

- Transferees from other Xylem Growth Centers
- Former Xylem/ITT/Sensus employees in the past three years
- Interns, co-op students, temporary employees, consultants or contractors

How do referral bonus payments work?

- Referral bonus payments will be paid in the next available payroll 90 days after the new employee's start date. To be eligible for payment, referring employees must be actively employed at the time the payment is due.
- Referral bonus amounts are subject to all applicable taxes. Cash awards earned under this program do not qualify as earnings under the Xylem

Retirement Savings Plan.

- Failure of the referred employee to successfully complete the required initial employment period will result in a forfeiture of the referral bonus.

Xylem reserves the right to modify, withdraw or limit this policy at its sole discretion.

Employees are encouraged to recommend qualified external job candidates that they know personally for consideration for existing employment opportunities within Xylem. If you know someone who would be a great fit for Xylem and meets the essential qualifications for one of our open positions, please send them a [Jobvite Link](#). The referral must be received in Jobvite, our applicant tracking system, in advance of any other recruiting sources (meaning your referral must be in the system before the manager/ recruiting team has identified the candidate).

Did you know you can access Xylem's internal careers site from our Currents home page?

Please go to [Jobvite.com](https://www.jobvite.com) and view all open opportunities.