

EMPLOYEE REFERRAL PROGRAM POLICY

Summit Digital Solutions, Inc.

Effective Date: January 15, 2024

Policy Number: HR-2024-ERP-001

Version: 2.0

1. PURPOSE AND SCOPE

1. Summit Digital Solutions, Inc. ("Company") establishes this Employee Referral Program Policy ("Policy") to encourage employees to refer qualified candidates for employment opportunities while maintaining fair hiring practices and promoting workforce diversity.
2. This Policy applies to all full-time and part-time employees of the Company who have completed their initial 90-day probationary period.

2. DEFINITIONS

1. "Referring Employee" means any eligible Company employee who submits a formal referral through the designated process.
2. "Referred Candidate" means an individual who is referred for employment by a current Company employee.
3. "Qualifying Hire" means a Referred Candidate who is successfully hired and completes 180 days of continuous employment.

3. REFERRAL BONUS STRUCTURE

1. Technical Positions

- Senior Software Engineers: \$5,000
- Data Scientists: \$5,000
- Solutions Architects: \$4,000
- Technical Project Managers: \$3,500
- Software Engineers: \$3,000

2. Non-Technical Positions

- Senior Management Roles: \$3,500
- Mid-Level Professional Roles: \$2,500
- Entry-Level Professional Roles: \$1,500

3. Bonus Payment Schedule

- 50% paid after Referred Candidate completes 90 days of employment
- Remaining 50% paid after Referred Candidate completes 180 days of employment

4. ELIGIBILITY REQUIREMENTS

1. Referring Employee must:

- Be actively employed at time of referral and bonus payment
- Not be involved in hiring decision for referred position
- Not be at Director level or above
- Have completed 90-day probationary period

2. Referred Candidate must:

- Not be a current or former employee within past 24 months
- Not be already engaged in Company's recruitment process
- Not be a temporary worker or contractor for the Company
- Meet minimum qualifications for the position

5. REFERRAL PROCESS

1. Submission Requirements

- Complete official referral form through HR portal
- Provide candidate's current resume
- Include written introduction and qualification summary
- Obtain candidate's consent for referral

2. Documentation

- All referrals must be recorded in ATS (Applicant Tracking System)
- Timestamp of initial referral determines priority if multiple referrals
- Referrals valid for 12 months from submission date

6. EXCLUSIONS AND LIMITATIONS

1. The following positions are excluded from this Program:

- C-suite positions
- Board members
- Temporary or contract positions
- Internships
- Internal transfers or promotions

2. Referral bonuses will not be paid for:

- Candidates already in recruitment pipeline
- Re-hires within 24 months of separation
- Positions filled through acquisition or merger
- Required regulatory or compliance placements

7. ADMINISTRATION AND COMPLIANCE

1. The Human Resources Department shall:

- Maintain program records and documentation
- Process bonus payments through payroll
- Ensure compliance with equal employment regulations
- Review and update program parameters annually

2. All referrals must comply with:

- Company's Equal Employment Opportunity policies
- Anti-discrimination laws and regulations
- Internal hiring procedures and guidelines
- Data privacy and confidentiality requirements

8. MODIFICATION AND TERMINATION

1. The Company reserves the right to:

- Modify bonus amounts and structure
- Change eligibility requirements

- Suspend or terminate program at any time
 - Resolve any disputes or interpretations of policy
2. Changes will be communicated with 30 days notice when practicable

9. TAX IMPLICATIONS

1. All referral bonuses are subject to applicable taxes and withholdings
2. Referring Employees are responsible for any tax obligations resulting from bonus payments

10. ACKNOWLEDGMENT

This Policy is not a contract of employment and does not alter the at-will employment relationship between the Company and its employees.

Approved by:

Sarah Blackwell

Chief Operating Officer

Summit Digital Solutions, Inc.

Date: _

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