

Employee Referral Program

Effective Date: August 1, 2015

The Employee Referral Program is a very important driving force for FEi's growth and corporate development. While promoting "from within" whenever possible, the company will also seek qualified candidates from other sources. If no qualified internal candidates are available for a specific vacancy, FEi offers an incentive award program, the Employee Referral Program, for employee referred individuals who are subsequently hired.

FEi's Employee Referral Program will provide a referral payment to eligible employees who refer qualified external candidates for our positions. The referral payment structure is tiered based on the level of the candidate that is referred and ultimately hired, as further outlined in the table below:

CANDIDATE INTERNAL FEi TITLE/LEVEL*	ELIGIBLE REFERRAL PAYMENT
Junior Associate	\$750
Associate	\$1,000
Senior Associate	\$1,500
Principal	\$2,000
Managing Principal and Above	\$2,500

**This is the Title/Level of the candidate that is referred*

PREMIUM FEATURE

From time to time business and/or market conditions can make certain positions more difficult to secure or more urgent and time sensitive for the business. In these instances, a premium referral fee amount will be added to the standard fee. When a position carries a premium, a separate email will be distributed to all employees which will include the premium amount for that particular search.

Referral Eligibility

1. All FEi employees, except Vice President Level and above, Human Resources staff, and the supervisor with hiring authority over the referred candidates, are eligible to refer candidates.
2. The referral must represent the candidate's first contact with FEi. Temporary, summer/intern, contract and former employees of FEi are not eligible candidates for referral awards.
3. The hiring of a referred candidate must occur within 180 days (six months) of the initial referral date.
4. To be eligible for an award, the referral must **first** be emailed to employee-referral-program@feisystems.com and must include an Employee Referral Form as well as a copy of the candidate's résumé.
5. The first employee to refer a candidate will be the only referring employee eligible for payment.
6. Only candidates who meet the essential qualifications for the position will be considered.
7. All candidates will be evaluated for employment consistent with FEi's policies and procedures.
8. All information regarding the hiring decision will remain strictly confidential.
9. The award will only be paid if both employees (referring and referred employee) are employed by FEi at the time the referral award payment is made (after the referred candidate has completed 90 calendar days of service).
10. The full amount of the referral award will be paid after the referred candidate has completed 90 calendar days of service.
11. Any disputes or interpretations of the program will be handled through Human Resources.

12. Employees are required to have a relationship with the referred individual (for example, former co-worker, neighbor, friend, friend of a friend, etc.). Employees are not to refer candidates that they received through job board postings, email lists, university postings, etc.

Ineligible Job Candidates

The following job candidates will not qualify as referrals under this program:

- Current FEi.com, QMX, or affiliated company employees;
- Former FEi.com, QMX, or affiliated company employees (who left FEi.com employment less than 1 year ago);
- Temporary appointments of less than 1 year (this includes all student or intern positions);
- Contractors or consultants who currently work for, or who have worked within the past year for, FEi.com, QMX, or an affiliated company;
- Anyone who has already applied on the career section of FEi's website
- Corporate Support function candidates, including Human Resources and Accounting positions.

Award Payment and Procedures

1. The referral award will be sent to Accounting for processing after the first 90 calendar days of the new hire's employment. Both employees must be active in order for the payment to be processed.
2. Employee referral payments are taxable income and are subject to appropriate tax reporting and withholding. The payment is paid through FEi's payroll process.
3. For each qualified candidate referred, the referring employee must complete the Employee Referral Form and email it to EmployeeReferralProgram@feisystems.com along with a copy of the individual's résumé.
4. Human Resources will complete the Human Resources section of the Employee Referral Form requesting payment to the employee making the referral, and submit it to Accounting for processing after the referred employee completes 90 calendar days of employment with FEi.
5. Accounting will process the Employee Referral award or payment as promptly as possible.

FEi may modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be handled on an individual basis.