



Referral Bonus Award Program

Art Plumbing, AC & Electric's **Referral Bonus Award Program** is a program that provides an incentive to employees, industry partners and others who bring new talent to the Company by referring persons who are subsequently selected and employed. It is our intent to attract, hire and train the best people in the industry and to have those people become a part of the Art family for the duration of their career.

Art's **Referral Bonus Award Program** offers payment of a monthly bonus award (referral fee) to the person who refers the new employee:

- The individual who refers the new employee will receive a \$100.00 per month referral fee for twenty-four months (24 months) provided that the new employee remains employed in good standing with Art Plumbing, AC & Electric (APACE). If the referrer is a current employee of Art's, they too must remain employed in good standing to be eligible for the monthly referral fee.
- The monthly referral fee will be paid monthly commencing after 90 days of employment. In the event the 90th day occurs in the middle of the month the referral fee will be prorated for that month.

The Referral Bonus Award Program has very few rules but the following will apply:

1. The hiring of the referred person must occur within six months of the initial referral date.
2. The referral must represent the candidate's first contact with APACE. Temporary contract and former employees are not eligible candidates for referral.
3. To be eligible for an award, the referrals must first be submitted to Dawn Spoto, Director of Recruiting, Onboarding, Retention & Engagement via dawn.spoto@artcanfixit.com and must include a Candidate Referral Form and a resume or employment application.
4. The first person to refer a candidate will be the only referring person eligible for payment.
5. All candidates will be evaluated for employment consistent with APACE policies and procedures, and all information regarding the hiring decision will remain strictly confidential.
6. It is understood that this program and the incentives may be changed, canceled or discontinued at any time with or without cause, reason or notice.
7. It is understood that if a referral is made by an employee of APACE that referring employee must remain *an employee in good standing* for the referral fee payment to remain effective. If the employment is terminated by either the company or the referring employee the continuation of the referral fee will be at the sole discretion of the company and based on the conditions and reasons of the termination. Termination does not automatically cancel the referral fee payments. Each instance will be evaluated on a case by case instance.
8. APACE Management, HR and Business Unit Director Employees are excluded from receiving referral bonuses.

May 17 2021

Candidate Referral

Job Title:

Candidate's Name:

Referral Date:

Referring Person's Name:

I have read, understand and agree to the Referral Bonus Program Rules.

Referring Person's Printed Name email

Referring Person's Signature Date

