



Employee Referral Program (ERP) GUIDELINES

I. PURPOSE

CoolSys employees can often identify qualified candidates for open positions, and the Company encourages employees to refer qualified candidates for job vacancies. The ERP is to provide an incentive award to a current employee in a full-time equivalent (FTE) position who brings new talent to the Company by referring applicants who are subsequently selected and successfully employed by CoolSys.

II. ELIGIBILITY

Applicant – Applicants are persons not currently employed with CoolSys, Inc.

Referring Employee - All CoolSys employees are eligible to receive a referral award with a few exceptions:

- The hiring manager or supervisor.
- Any persons associated with the selection of the candidate.
- Members of the Executive (C-suite) leadership team.

Referred Candidates – Most candidates, will qualify as eligible referrals, with minor exceptions –

- The employee must either know the referred candidate personally or have directly sourced the candidate.
- Former employees (rehires) who have been away from the Company for less than (3) three years.

III. ADMINISTRATION

- For each qualified candidate referred, the referring employee must complete an Employee Referral Form and submit to Human Resources at HR@coolsys.com.
- The employment application must include the full name of the referring employee.
- All Employee Referral Forms will be date stamped. If more than one employee refers the same applicant, the earlier date stamp will be honored.
- Referrals submitted late (after 6 months of hire) will not be honored.
- CoolSys must actively employ both parties-the new hire and referring employee as of the date the award becomes payable.
- The award date is 90 days after the referral's date of hire.
- All bonuses paid under this program are subject to normal tax withholding.
- The Human Resources Department is responsible for administering the ERP, including processing all referral forms and resolving any disputes.
- The ERP payout is tied to the CoolSys Corporate HR Recruitment budget.
- The ERP may be modified or terminated at the Company's discretion.



ELIGIBLE POSITIONS		NEW PAYOUT AFTER 90 DAYS
SERVICE	INSTALLATION/ELECTRICAL	AWARD
Entry-level Preventative Maintenance (Level 1 & 2)	Apprentice I & II	\$500
Mid-Level Tech's HVAC Tech's (Level 3 & 4)	Journeyman	\$1,500
Experienced Refrigeration Tech's (Level 5 & 6)	Foreman EMS Lead Master Journeyman/Electrician Start-up Tech	\$2,500
Sr. Refrigeration Tech's (Levels 7 & 8)	Sr. Foreman	\$3,000
CORPORATE/ADMIN POSITIONS		AWARD
Hourly		\$500
Salaried		\$1,000
Manager & Above		\$2,000



EMPLOYEE REFERRAL FORM

Your Name _____	Date: _____/_____/_____
Your Employee Number _____	Your Manager's name _____
Whom are you referring? _____	
The position applied for: _____	
How do you know the applicant? _____	
<i>Why do you feel they are qualified for this position you are referring them to?</i>	

_____ I have permission from the above candidate to submit this referral.	
(Initial) _____	
_____ I have read the Employee Referral Program Guidelines and understand the requirements to	
(Initial) _____ receive a referral award.	

Human Resources Use Only

Date received _____/_____/_____			
New EE's ID# _____	Job Title: _____	DOH: _____	
Hiring Manager _____	90 Days out _____/_____/_____		
Disposition:	Employed	Not Qualified	Declined Offer
Dollar \$\$\$ amount _____	Payout Date: _____/_____/_____		