Employee Referral Program (ERP) GUIDELINES

I. PURPOSE

CoolSys employees can often identify qualified candidates for Technician and Engineering roles. The Company encourages employees to refer qualified candidates for these specific 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 - CoolSys employees are eligible to receive a referral award with a few exceptions:

- The direct hiring manager and supervisors within the same department.
- Anyone involved in the decision making process of the candidate.
- Directors and above are not eligible to receive an award.

Former employees are eligible 2 years after their last day.

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 unless the Company makes a change.
- 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.

Employee Referral Award Program Payout Effective July 1-September 30, 2022		Payout after 90 days of employment
SERVICE	**INSTALLATION/ELECTRICAL**	**AWARD**
• Tech Level 1 • Tech Level 2	• Apprentice I (all types) • Apprentice II (all types)	$1,000
• Tech Level 3 • Tech Level 4	• Journeyman (all types)	$3,000
• Tech Level 5+ • Specialty Techs	• Foreman (all types) • Start-Up Tech	$4,000
• CED Engineers		$3,000

*Any employee hired between July 1st, 2022 and September 30th, 2022 will fall under the payout schedule above.

Revised: 06/2022

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?_____

Why do you feel they are qualified for this position you are referring them to?

_____

_____

_____ 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: _____/_____/_____

Revised: 06/2022