



EMPLOYEE REFERRAL PROGRAM MARCH 2022

Ale-8-One Bottling Company has established an Employee Referral Program to be used during a challenging time in staffing current openings. Employees referring a candidate, who meets the qualifications for an existing open full-time position, will be awarded \$250 if he/she is hired and completes 90 days of employment with Ale-8-One, an additional \$250 after 6 months of employment and a final \$500 after 1 year of employment. Both employees must be employed at the time of payout.

Candidates will complete the application process at Ale-8-One.com or through a job board posting and fill in the Ale-8-One employee's name during this process as the referring employee. No bonus payment will be awarded without this step at the time of completing the application process. If the candidate applying does not include the Ale-8-One employee's name as referring them, there is no referral bonus opportunity.

The Employee Referral Bonus Program SOP:

1. Once a referred candidate is hired by Ale-8-One and subsequently completes 60 calendar days of employment, the referring employee will receive a \$250 referral bonus. Bonus payment will be on the next paycheck following completion of this 60-day period. All bonus payments are subject to required withholding.
2. Management, Supervisors and Human Resources are excluded from receiving referral bonuses.
3. The first employee to refer a candidate will be the only referring employee eligible for payment. This is designated by the candidate on the application.
4. All referred candidates will be evaluated for employment consistent with our organization's policies and procedures, and all information regarding the hiring decision will remain strictly confidential. Ale-8-One reserves the right to determine whether or not referred applicants are qualified/ most suitable for the position(s).
5. The following potential candidates cannot be referred under this program: Former employees or temps, interns, contract employees and others who have previously applied for employment at Ale-8-One.
6. Ale-8-One reserves the right to change, amend, modify, suspend, or terminate this program at any time without notice. Any disputes or interpretations of the program will be handled through Human Resources.