



Employee Referral Program Policy

Policy Statement

BBK Consulting, Inc. (the Company) is committed to making this the best place to work for all our entire team. Great employees are the foundation of BBK Consulting, Inc. and who else to identify a great fit for our team than our current employees? The BBK Consulting, Inc. encourages and rewards successful candidate referrals by offering \$250.00 net, after taxes, for the employee whose recommendation leads to a successful hire.

Purpose

The purpose of this policy is to outline practices and procedures in place at BBK Consulting, Inc. when referring qualified applicants for a position at our company.

Definition

What is the Referral Process? The referral process is simple; if you have a qualified friend, previous co-worker or relative, simply contact your HR representative.

Procedure

Once you have contacted your HR representative you will be asked to provide them with the following information:

- Referral name & contact information
- Connection with the referral
- The position of interest (if any)
- Updated resume

If the referral is for a current, vacant position, your HR Representative will contact them within 3-5 business days. Referring employee, once your referral completes (6) months of permanent and continuous employment, you will receive a reward of \$250.00 net, after taxes!

Employee referral rewards will be deposited the following pay period and may be taxed according to Federal Income tax requirements.

What is BBK Consulting, Inc. looking for?

It can be difficult for you to evaluate your referral's skillsets, so leave that to us! BBK Consulting, Inc. puts heavy emphasis on cultural "fit". To help you determine if your referral would be a good "fit",

consider our values of Teamwork, Integrity, Excellence & Service. If our values describe your referral, you are encouraged to speak with your HR Representative.

Like all applicants, employee referrals must successfully complete The BBK Consulting, Inc.'s hiring process including phone screening, in-person interview(s) and successful reference checks. For the employment of immediate family, the Hiring and Employment of Immediate Family Policy applies.