



2021 Referral Bonus Program

Benefits of TM Referrals:

- Proven method for attracting and retaining long term employees
- Fosters a sense of "ownership" in the process of creating/building a strong, capable team for the Referrer; It is a personal stamp of approval
- Produces additional Team Member buy-in for both the Referrer and the Referral
- Creates immediate camaraderie, resources and support for new Team Member
- Time conscious and cost effective way to acquire external talent

Identified Current Issues:

- Unidentified/Streamlined process and tracking
- Insufficient buy-in and selling point strategy
- Lack of quality referrals
- Current monetary bonus offering is unreflective of market state & referral value

Our Goal:

- *To attract quality referrals who embody the Flyers Culture and meet our skill-set requirements.*
- *We are seeking to create immediate "familial" bonds between Team Members and to the company mission - a strong commitment to our vision and values*
- *To incentivize and add value to the act of introducing Flyers to dedicated, driven, humble and passionate people who will be an add-value to their team and the Flyers Family as a whole.*

Definitions:

Referrer - A Flyers TM who refers a candidate for a position with Flyers, and is noted by name in writing on the candidate's job application or verbally during the interview process.

Referral - a candidate who was referred by an existing Flyers TM.

Successful Referral - A Referral who is hired for a position with Flyers, and reaches at least 6 months of continuous and satisfactory employment.

Referral Milestone Bonus - a bonus paid to a Referrer, for a Referral who is hired and passes the 3 month introductory/training period, with continuous and satisfactory employment.

Successful Referral Bonus - a bonus paid to the Referrer, for the Successful Referral of a new Flyers TM.

Trifecta Referral Bonus - a bonus paid to the Referrer, once for every 3 cumulative Successful Referrals.

Bonus Structure:

Transportation

- **Referral Milestone Bonus(3 months)** - \$300
- **Successful Referral Bonus (6 months)** - \$300
- **Trifecta Referral Bonus (after 3 "Successful Referrals")** - \$500
- **Pay Out Details:** *Added to next payroll run*

Administrative:

- **Referral Milestone Bonus (3 months)** - \$150
- **Successful Referral Bonus (6 months)** - \$150
- **Trifecta Referral Bonus** - \$300
- **Pay Out details:** *Added to next payroll run*



Eligibility: All team members are eligible for referral bonus in any Flyers Energy location. Referrals bonuses apply to any successful referral and is not dependent on locale.

Non-eligibility: Human Resources & C-Level may refer candidates but will not be qualified to participate in the Referral Bonus Program.

Supervisors, Managers and Directors are qualified to participate in this program outside of their department/scope of responsibility. They are not eligible for Referral Bonus of referrals within their own departments or those referrals who they would be reporting directly or indirectly to them.

Workflow:

1. **Talent Acquisition & Development TM** will identify and track the source of any applicant (hired or not). All Referrers and Referrals will be identified upon initial phone screening/application and recorded in a shared Google Sheet: ***Referral Bonus Tracking***, between HR and Payroll.
2. **HR Administrator** will notify the Referrer, when a Referral has been successfully onboarded, within the first 3 days of hire, to confirm that the Referrer may become eligible for a TM Referral Bonus.
3. **Payroll** will review the ***Referral Bonus Tracking*** sheet, to pay the appropriate bonuses on the Referrer's upcoming pay cycle, if the Referrer and Referral are still actively employed with Flyers upon the first payroll run following the referral milestone/successful referral bonus date.
4. **Talent Acquisition & Development TM** will periodically check-in with Referrers to congratulate them on their paid out bonus(es) and encourage them to continue to refer.