



Date: 12/21/2021

From: Human Resources

To: All Employees

Subject: Employee Referral Program Procedures

Anderson Auto Group is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to one of the Anderson Dealerships, you may be awarded a referral bonus of \$300 for full-time or \$150 for part-time employee (less taxes) if you refer a candidate and he or she is hired.

Employees must refer candidates to Human Resources by using the attached candidate referral form.

Program Rules

1. All Anderson employees, except those at Management level and above, Human Resources personnel, and managers with hiring authority over the referred candidates, are eligible for the referral bonus and quarterly drawing.
2. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
3. Temporary, summer, contract and former employees of Anderson Auto Group are not eligible candidates for referral awards.

4. To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form and a resume.
5. The referring employee must agree to have his or her name used when the company contacts the candidate.
6. The first employee to refer a candidate will be the only referring employee eligible for payment.
7. Only candidates who meet the essential qualifications for the position will be considered.
8. All candidates will be evaluated for employment consistent with company policies and procedures.
9. All information regarding the hiring decision will remain strictly confidential.
10. The referring employee must be employed by any of the Anderson Dealerships during the hired candidate's first 30 days of employment to receive payment of the referral bonus and entry into the quarterly drawing.
11. Any disputes or interpretations of this employee referral program will be handled through Human Resources.
12. Half of the referral bonus will be paid within 30 days after the referred employee's first day of employment at any of the Anderson Dealerships and half of the referral bonus will be paid when the referred employee has completed their 90 days of employment.

If you have any questions, please speak with your supervisor, General Manager (GM) or someone in the Human Resources department.



Candidate Referral Form

Applicant's Name: _____

Position Applicant Applied To: _____ Date Applied: _____

Dealership: _____

Employee Referring Applicant: _____ Phone: _____

Note: The candidate must apply online at www.Anderson.com/Careers. Attach the candidate's resume and submit this form to Human Resources within 30 days of the candidate's start date to be eligible for the employee referral bonus.

I have read and understand the referral program rules.

Printed Name

Signature

Date



Manager Authorization Form

The following employee is eligible to receive a referral bonus for recruiting a full-time or parttime employee:

Employee Name: _____

Dept./Company: _____

Referred Employee: _____ Hire Date: _____

Dept./Company: _____ Supervisor: _____

Amount of Bonus:

☐ \$300 for full-time employee

☐ \$150 for part-time employee

Approximate Date of Bonus Payment*:

Full-time: _____ (minimum 30 days from hire date)

Full-time: _____ (90 days from hire date)

Part-time: _____ (minimum 30 days from hire date)

Part-time: _____ (90 days from hire date)

*payment will be made to the referring employee on the next payroll date following eligibility.

**Supervisor Approval: _____ Date: _____

(supervisor of referred employee)

**Note to Supervisor: If the referred employee does not complete the introductory period, meet

the minimum days of service, or does not meet acceptable performance standards, please

contact Payroll to cancel this referral payment.

For Payroll Use

Date received: _____

Gross Amount \$ _____

Bonus payment paid on payroll ending: _____

Completed by: _____