

TACORA RESOURCES EMPLOYEE “NEW HIRE” REFERRAL PROGRAM

March 2022

POLICY BRIEF & PURPOSE

Our Employee “New Hire” Referral Program Policy explains important aspects of our employee referral procedures. We place great importance on referrals because we trust our employees know what’s best for our company. We want to make this process as smooth as possible for our employees and those who they refer.

SCOPE

This Employee Referral Program Policy applies to everyone who refers a candidate to Tacora (our company).

POLICY ELEMENTS

What is an employee referral bonus?

Tacora Resources will give rewards to every successful referrer. If you know someone who you think would be a good fit for a position at our company, feel free to refer them. If we end up hiring your referred candidate, you are eligible for referral bonus rewards.

Additional rules for rewards:

- Must be hired as a permanent full-time employee.
- New hire must successfully complete 180 days probation in the role.
- We guarantee that rewards will be paid out within 30 days of the end date of the successful probation period.
- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- If two or more employees refer the same candidate, only the first referrer will receive their referral rewards.
- The candidate must list the employee on their ADP application or in their screening interview with one of Tacora’s Human Resources team members.

Who can participate in our employee referral program?

- All “active” employees are eligible to participate in our referral program except for executives/senior management (CEO/VPs/Managers) and Human Resources/Hiring Managers for positions for which they’re hiring.
- Employee referrals of their family members are not qualified within the program.
- Note that Hiring Managers cannot refer anyone for a position for which they are directly or indirectly responsible.
- Hiring Managers can refer someone for a position that’s in a different department, office, or function. This exception doesn’t apply to executives and senior management.

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ADDITIONAL INFORMATION

Generally, we encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

Keep in mind that rewards will be subject to applicable payroll taxation.

We may update our referral bonus program over time to add / change incentives. In saying this, we will communicate any changes clearly and timely.

We'd like to remind our employees that we are an equal opportunity employer. We guarantee that all candidates will be given the same consideration and will pass through our established hiring procedures.

REFERRAL INCENTIVES

1. Financial Employee Referral Bonus

- \$500 for successful placement for any Tacora permanent position.

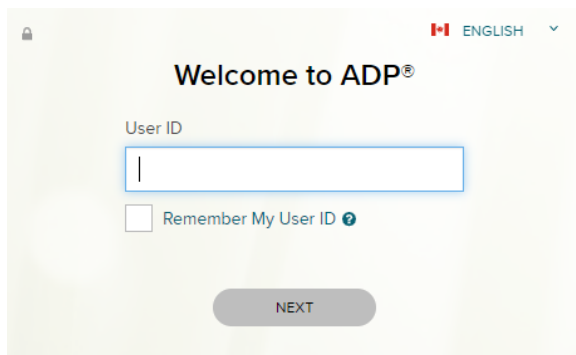
2. Social Recognition by Tacora

- Tacora honors, respects, and recognizes employees who refer qualified candidates. By recognizing our referring employees as “champions” and celebrating their success, Tacora will showcase them as positive examples and role models for other employees.

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How to Complete an Employee Referral

1. Log in to your ADP application:

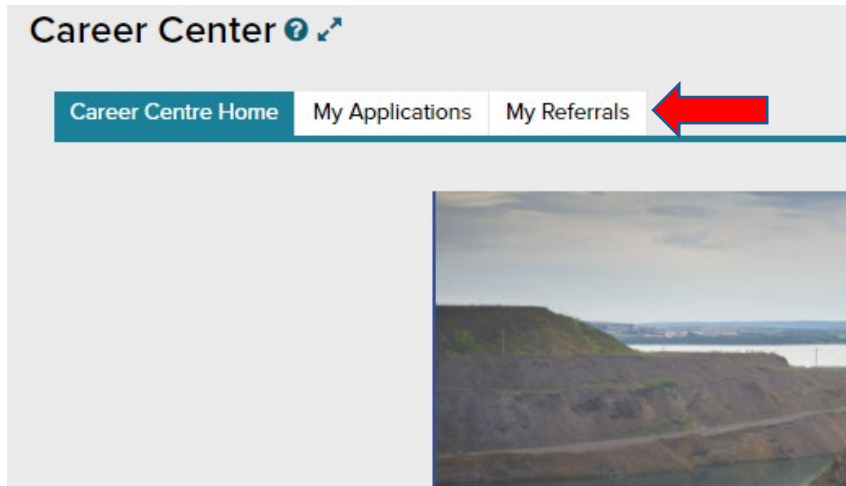


2. Go to the 'Myself' Tab and then to the Career Center:

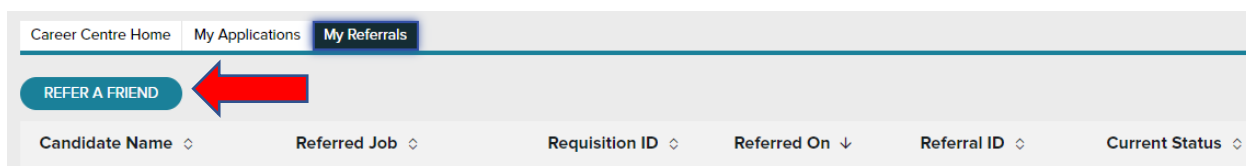


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3. Go to the ‘My Referrals’ Tab:



4. Click on ‘Refer a Friend’:




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- Choose job title relevant to the referral and complete all required fields. You can only refer candidates to an open position in ADP. When complete, click save.

The screenshot shows a web form titled "Refer a friend" with a "BACK" button in the top left. The form contains the following elements:

- A dropdown menu for "Select job titles".
- Radio buttons for "UPLOAD FILE" (selected) and "ENTER TEXT".
- A dashed box for uploading a resume with the text "Drag and drop your resume or UPLOAD RESUME" and a note: ".doc, .docx, or .pdf formats not exceeding 5 MB.".
- Text input fields for "First Name *", "Middle Name", and "Last Name *".
- An "Email *" text input field.
- A "Mobile Number" section with a country code dropdown (set to US) and a "Phone Number" input field.
- A "Country" dropdown menu.
- Text input fields for "City" and "State / Territory".
- A "Comments" text area.
- "CANCEL" and "SAVE" buttons at the bottom right.

- Once submitted, you will see the applicant’s name on your list, and they will be attached to the recruitment competition in ADP: 

Candidate Name	Referred Job	Requisition ID	Referred On	Referral ID	Current Status
North, Marilyn			03/15/2022	62200	Referral Submitted