

Employee Referral Policy



Intent

The intent of our Talent Find 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 all active employees, who refers a candidate to our company.

Policy elements

What is an employee referral bonus?

Our company will give out rewards to every 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 \$500.00 referral bonus.

Additional rules for rewards:

- We guarantee that rewards will be paid out within a month of the date we hired a candidate.
- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- The candidate you refer must successfully work for C&C Wind Energy Ltd. for 90 days.
- If two or more employees refer the same candidate, only the first referrer will receive their referral rewards.
- Referrers are still eligible for rewards even if a candidate is hired at a later time or gets hired for another position.

Who can participate in our employee referral program?

All active employees are eligible to participate in our referral program except for:

- Senior management (CEO, Managing Director.)
- Recruiters and hiring managers for positions for which they're hiring.

Note that hiring managers can't refer anyone for a position for which they are directly or indirectly responsible. But, they 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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Who can be referred?

We have two conditions for candidates who can qualify you for our rewards. They should:

- Have not applied to our company for at least a year.
- Be hired as permanent full- or part-time employees (not as temporary employees or contractors.)

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 may be subject to taxation.

We may change our referral bonus program over time to add more interesting incentives. We will communicate any change clearly and timely. Employees who referred candidates before a change to the program will still receive the appropriate reward.

We'd like to remind our employees that we are an equal opportunity employer and do not discriminate against protected characteristics. Our referred candidates may take precedence in the hiring process. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.