



## **Employee Referral Program**

Kensington HR103

Effective Date: November 7, 2017

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### **PURPOSE**

The Employee Referral Award Program is designed to engage, involve and reward employees who help to recruit talent to work at Kensington. The Employee Referral Program is payable when a full time regular employee refers qualified applicants who are then hired as full time regular employees.

### **APPLICABILITY**

All Coeur Alaska full time regular employees are eligible to refer candidates, but to be eligible for the Employee Referral Program an employee cannot be Manager level and above, Human Resources personnel, or personnel with hiring authority or part of the hiring process (interviewing or making recommendation for hiring) over the referred candidates.

### **ADMINISTRATION/INTERPRETATION**

The Human Resources Manager, or a designated representative, is responsible for the interpretation of this guideline and for providing advice and counsel as to its application. Any question or concern regarding the administration of the program will be handled through Human Resources, with the final decision at the HR Manager level.

### **AWARD AMOUNT**

**\$500** – Award for:

- All Tech Levels/Salary Grades

### **PROGRAM RULES**

1. The referral date cannot be earlier than the date the job requisition is posted.
2. The referral must represent the candidate's first contact with Coeur Alaska. Temporary, summer, contract and former employees of the Company are not eligible candidates for referral awards.
3. The referring employee must agree to have his/her name used for introduction. To that end, referrals must be submitted to Human Resources by completing an Employee Referral Form. The employment application must be submitted through the appropriate process and must identify the referrer by name on the application. Both pieces of documentation are required for eligibility to receive the award. Separate Employee Referral forms and completed applications must be submitted when application is made for more than one position.
4. The first employee to refer a candidate will be the only referring employee eligible for payment.

5. Only candidates who meet the essential qualifications for the position will be considered.
6. All candidates will be evaluated for employment consistent with Company policies and procedures.
7. All information regarding the hiring decision will remain strictly confidential.
8. The referring employee must still be employed by the Company during the hired candidate's first 6 months of employment and at the time of payment in order to receive the bonus.
9. Referral bonus payments will be paid during the calendar month following the 6 month anniversary date.

Any Employee having questions or concerns regarding the application of this guideline should contact the Human Resources Manager or designated representative