

Employee Referral Program Memo

DATE: February 27, 2024
TO: All Employees of ProTec Building Services
SUBJECT: REMINDER: Employee Referral Program

We would like to remind all employees of the Employee Referral Bonus Program that we have had in effect over the last year. The breakdown is below:

For all Skilled Technicians*, Plumbers, and Electricians referred the following payouts will take place:

- The referring employee will receive a \$1,000 bonus:
 - \$500 received on the 90th day of the new hire's employment
 - \$500 received on the 180th day of the new hire's employment
- The new employee will receive a \$1,000 bonus:
 - \$500 received on the 90th day of employment
 - \$500 received on the 180th day of employment

For all other positions, the following payouts will take place for the referring employee ONLY:

- The referring employee will receive a \$300 bonus:
 - \$150 received on the 90th day of the new hire's employment
 - \$150 received on the 180th day of the new hire's employment

New Skilled Technicians*, Plumbers, and Electricians that are hired without being referred, the following payout will take place:

- The new employee will receive a \$2,000 bonus:
 - \$1,000 received on the 90th day of employment
 - \$1,000 received on the 180th day of employment

**Skilled Technician is defined as a minimum of 2 years' experience in at least 2 trades.*

To qualify for the bonus payout, employees must be currently employed at the time of disbursement. If the referring employee is no longer with the company, the new employee is still eligible to receive their bonus. However, if you referred an employee and have left the company before reaching either the 90-day or 180-day mark, you are not eligible to receive any remaining payouts.

If you have any questions, please reach out to our Human Resources Department at HR@ProTec.com.