
Purpose

Tradepoint Atlantic (TPA) is a vibrant and multi-faceted business with a team that is uniquely qualified with the critical skills required for success. Our current employees are in the best position to evaluate the suitability of a candidate referral to fit within our cultural and business model. In an effort to encourage employees to help attract and retain qualified candidates for TPA job openings, we offer a bonus-paid Employee Referral Program.

Guidelines for Employee Referral Program

- All TPA employees, except Executive Committee Members, are eligible for the referral bonus. Temporary, summer, contract and former employees of TPA are not eligible candidates for referral awards.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with TPA.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a specific candidate will be the only referring employee eligible to receive credit for that candidate.
- Only candidates who meet the qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures. Hiring and retention of any candidate is at the discretion of the executive committee.
- All information regarding the hiring decision will remain strictly confidential.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- To be eligible for an award, employees must refer candidates to Human Resources through the employee referral program link on TPA's intranet or by using the attached candidate referral form.
- All referral bonus payments will be paid within two weeks after the full-time, permanent, hired individual completes 120 days of employment and satisfying job performance with Tradepoint Atlantic.

Employee Referral Bonuses for Posted Position:

- Director and above: \$12,500
- Manager: \$10,000
- Sr. Analyst, Associate: \$7,500
- Administrative, Jr. Analyst: \$5,000

Employee Referral Form

Date: _____

Referring Employee: _____

Department: _____ Phone # _____

Position Referred for: _____

Name of Candidate: _____

Candidate's Phone # _____ Candidate's Email _____

Relationship to employee (friend, family member, referred by 3rd party or other):

I have read and understand Tradepoint Atlantic's Employee Referral Policy. I understand that if the candidate I referred is hired as a result of my referral I will receive a bonus check (taxable) within two weeks after the hired individual completes 120 days of employment and satisfying job performance with Tradepoint Atlantic.

Referring Employee's Signature

Date

Attach the candidate's resume or application and submit this form to Human Resources.

INTERNAL HR USE ONLY:

Employee Receiving Bonus: _____

Target Date for award payment: _____ (within 130 days of hire date below)

Referred candidate's hire date: _____

Actual Payroll Date for award payment: _____