



Employee Referral Program

Board Approved or People Team Policy: People Team Policy

Revision/Review Date: January 2023

Next Review Date: Annually

Department/Individual Responsible For Maintaining/Updating Policy: People Team

Employees who refer an external job applicant that is subsequently selected and successfully employed by IncredibleBank may be eligible to receive an Employee Referral Bonus in the amount of \$750.00.

To be considered, IncredibleBank employees will need to complete an "Employee Referral Form" and submit the document via email to the People team (peopleops@incrediblebank.com) before an offer of employment has been extended to their referred job applicant. Submissions will be reviewed by the People team on a case-by-case basis using the criterion provided below.

The \$750.00 Employee Referral Bonus will be split between three payments as follows:

- \$250.00 following the referred employee's first day of work
- \$250.00 following the referred employee's six-month anniversary
- \$250.00 following the referred employee's twelve-month anniversary

Both individuals must remain employed in order for an employee to continue to be eligible for these pay-outs. Payments will be processed by payroll via direct deposit. All applicable payroll taxes will apply.

Individuals deemed ineligible for the Employee Referral Bonus include:

- Managers with direct reports who are hiring within their scope of responsibility
- Employees who refer an immediate family member such as a sibling, spouse, son, or daughter.
- People team members
- Executive team members

Please contact the People Team if there are any questions regarding this program.