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1.0 Policy Owner

Human Resources is responsible for the overall administration and interpretation of this policy. Exceptions to this policy require approval from the President of Metro Plastics.

2.0 Purpose

You can assist Metro Plastics Technologies, LLC (Metro) in its constant search for outstanding individuals. Our experience and research both indicate that new recruits referred by current employees are outstanding contributors, remain with the organization for a longer period, and are a more cost-effective investment.

In accordance with company policy, Metro will award an incentive to employees who recommend qualified candidates for employment as part of our recruitment and selection procedure.

3.0 Scope

All Regular Full-time and Regular Part-time employees are eligible. Management does not qualify for the bonus or Supervisors that the referred employee would directly report to.

4.0 Policy

1. The referred employee must complete an online application via Paycor and list the name of the employee who referred them to the application prior to being hired.
2. The amount of the bonus is \$500 and will be paid in 2 installments:
 - 1st payment will be made after the new hire completes 90 days of employment
 - 2nd payment will be made after the new hire completes 180 days of employment
3. The referring employee must still be employed by Metro Plastics to receive payment.

Cash awards are considered taxable income to the employee but will be “grossed-up” to cover taxes so that the employee receives the full of the award. Bonuses will be included in employees’ W2.