

REFER A FRIEND!

**— EARN —
MORE THAN
\$1,000**



\$25

in gift cards if your
referral is hired



\$500

if your referral stays
longer than 3 months



\$500

if your referral stays
longer than 6 months

PROFILE

Employee
Referral Program
olymel.ca/profile



Feeding the world



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Introduction

We are proud of the contribution that our 15,000 employees make every day in supporting our mission: **Feeding the World**. We see our employees as valuable ambassadors of our organization, who support our activities for the acquisition and retention of new talents. This is the reason for our **EMPLOYEE REFERRAL PROGRAM**.

Program Goal

Recruit new talent for permanent blue collar and white collar positions in the company.

Eligibility criteria for referring employees

The program is designed for:

- all Olymel employees in blue collar positions—permanent, temporary or casual.
- all permanent Olymel employees in white collar positions—permanent, temporary or casual—with the exception of employees of the Human Resources department. Notwithstanding the above, management employees who take part in hiring decisions or retention of candidates for a position shall not receive compensation under the current program for referring a candidate to this position.

Procedure

- 1) To refer a candidate, the referring employee shall complete and submit the **Registration Form for a candidate** to the HR department at their plant. The form can also be completed online at: olymel.ca/profile.
- 2) The referred candidate certifies the name of the referring employee:
 - a) when submitting his or her resume or,
 - b) when hired and,
 - c) when signing the referral form completed by the referring employee.
- 3) Referring employees cannot refer an applicant under one of the following conditions:
 - a) the applicant already works at Olymel in a permanent, temporary, casual, student or consultant position, or as a subcontractor;
 - b) the applicant is recommended by a placement agency;
 - c) the referred applicant worked for Olymel in the 12 months preceding the hiring or referral.

Candidate qualifications

Selected candidates shall meet the following criteria:

- Position-related requirements;
- Successful completion of the recruitment and hiring process.



Rules of conduct

To comply with regulatory requirements regarding confidential candidate information, feedback will not be provided to referring employees as to why the candidate was not selected. The same shall apply concerning the progress of the candidacy at any stage of the program.

Ethics

In accordance with the general provisions of the employee referral program, employees refer candidates whose skills, values and commitment will contribute to Olymel's success.

Recruitment activities

Any recruitment activity on behalf of Olymel, whether in newspapers, on social networks and/or any other recruitment activity or tool, is Olymel's sole responsibility and shall be carried out by an Olymel's authorized person.

Rewards

The reward program objectives are to:

- a) recognize and thank our employees for their contribution in referring candidates who will contribute to Olymel's success;
- b) build loyalty in future employees.



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in gift cards if your referral is hired



\$500

if your referral stays longer than 3 months



\$500

if your referral stays longer than 6 months

Referral bonuses

Blue and white collar positions

Referral bonuses (less applicable legal deductions) in the **EMPLOYEE REFERRAL PROGRAM** are attributed as follows:

- a) The referring employee must be employed by Olymel when the bonus is awarded;
- b) A gift card valued at \$25 upon hiring the referred candidate.
- c) The referring employee will be eligible for an amount of **\$500** if the referred candidate completes three (3) continuous months of service;
- d) The referring employee will be eligible for an additional amount of **\$500** when the referred candidate has completed **6 continuous months of service**;
- e) The bonus will be paid within a maximum of one (1) month of the eligibility;
- f) Continuous service means an uninterrupted period during which the employee is bound to the employer by a contract.

Staggering of bonus payments may be considered by the HR department of each plant.



Two simple steps:

- 1** Fill out **the form**
- 2** Submit **the form + your future co-worker's résumé** to HR

Assignment of rewards

Bonuses will be assigned to the Department or Plant for which the candidate was recommended and hired.

Program duration

The **EMPLOYEE REFERRAL PROGRAM** is effective on an annual basis.

Information

Employees may contact their HR department if they have any questions about the program.

Changes to the Program

Olymel reserves the right to change, discontinue or suspend the program, or one of its components, at any time.

Job title

Establishment

REFERRED CANDIDATE INFORMATION

First name

Name

Address

City

Zip Code

Phone

Cellular

email

APPLICATION SUBMITTED BY

Employee Name

Employee Number

Establishment

The resume is attached to this Form Yes No

SIGNATURES

Employee (referrer)

Date

Hour

Referred candidate

Date

ENGAGEMENT AND RECOGNITION OF REFERRER

I, the undersigned, _____, will abide by the terms and conditions of the Referral Program and acknowledge and agree, firstly, that the application process is strictly confidential and, secondly, Olymel will not give me any information of any kind concerning any candidate I have referred, except for his duration of employment, only for purposes of determining my right to receive any Referral Premium, or any other candidate referred by anyone else and, accordingly, waive any request to obtain such information.

Signed in _____, On _____

Employee signature _____

PROFILE

For human resources use only

Referral form received by

Date

Time

ELIGIBILITY AND OUTCOME OF THE SELECTION PROCESS

This position title is included in the **REFERRAL PROGRAM**

yes no

The candidate is eligible

yes no

The candidate is accepted and the hiring was made on (date)

BONUS PROGRAM

Referral reward payment: an amount of \$500 is paid to:

Date

An additional amount of \$500 is paid to:

Date

HR approval:

Date

**CHOOSE YOUR
CO-WORKER!**

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