



08/07/2019 to 08/28/2019

## **BLUENET TECHNOLOGIES, INC.** **EMPLOYEE REFERRAL BONUS PROGRAM** **POLICY AND PROCEDURE**

*\*This information is being provided to inform & remind employees of our on-going employee referral program. \**

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Bluenet Technologies, Inc. believes an effective way of increasing the success of hiring and retaining good people can fall in the hands of its own employees. The company encourages employees to refer friends, colleagues, and people you previously worked with for job vacancies. To reward employees for referring qualified candidates who subsequently are hired, Bluenet Technologies, Inc. pays the referring employee a cash bonus of \$1,000 for each successful referral made in accordance with the following general provisions. A current list of all open positions may be found on our website at <https://www.bluenettech.com/careers.php> and clicking on the "Click Here for Jobs" link.

**Referral Program Procedure:** The referring employee must forward the qualified candidate's resume to his/her hiring manager for consideration. If the candidate's qualification meets the requirements of the open position, the hiring manager will contact the candidate and conduct a brief phone interview. If the candidate successfully passes the phone interview, a physical interview is scheduled. At this point the referring employee must complete an Employee Referral Form and submit it to the Human Resources Department.

**Referral Bonus Payment Procedure:** Employees who refer a qualified candidate who subsequently is hired and remains employed for at least six months are eligible for a referral bonus payment of \$1,000. This bonus is paid in two installments; (1) a cash payment of \$500 after the new hire completes three months of employment; and (2) a second cash payment of \$500 after the new hire completes six months of employment. All bonuses paid under this program are subject to tax withholding.

**Referral Bonus Eligibility Criteria:** No referral bonuses are paid for referrals of candidates who are rehires or persons returning from a leave of absence. To be eligible for either of the two-bonus payments described above, the referring employee must still be in the company's payroll at the specified dates. Additionally, to avoid possible conflicts of interest, referral bonuses are not paid for job candidates referred by management officials or employees working in the Human Resources Department. Any appropriate conduct related to this program will cause Bluenet Technologies, Inc. to deny bonus payments.

**Enforcement Responsibility:** In accordance with the job-posting program, all open positions for which employees can refer qualified candidates are posted in the lunchroom and at other designated locations and maintained by the Human Resources Department. The Department also is responsible for administering the employee referral program, including processing all referral forms and bonus applications and resolving any disputes.



**Position(s) for which we are currently actively seeking qualified candidates:**

Bluenet Technologies, Inc. has multiple openings for **Software Developers** (*Job Code SD*) to work in Tampa, FL and various unanticipated locations throughout the US.

Duties include: design, develop, implement, test & support applications software.  
Travel and/or relocation required.

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To apply for the employee referral bonus, please mail the candidate's resume along with the attached completed form to:

Bluenet Technologies, Inc.  
Attn: HR/Re: ERP Bonus  
3601 Algonquin Road, Suite 200  
Rolling Meadows, IL 60008

Or, drop off the completed forms to the HR Department in-house.

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I hereby certify this information has been posted in the following public area during the cited period to notify our employees of the employee referral program details and open positions:

Date Posted: \_\_\_\_\_

Date Removed: \_\_\_\_\_

Place where notice was posted: 1219 North Franklin St. Tampa, FL 33602 – \_\_\_\_\_

X \_\_\_\_\_  
Signed: Pratibha Tumuluri, Head-Operations