


<b>Human Resources</b>	<b>Document No.</b> HR08-016	<b>Revision Level:</b> 1	 <small>MANUFACTURING COMPANY</small>
	<b>Description:</b> <b>EMPLOYEE REFERRAL BONUS POLICY</b>		

## 1.0 PURPOSE

- 1.1 The purpose of this policy is to enhance the recruitment of qualified Candidates into designated vacant positions at Zippo Manufacturing Company, W.R. Case & Sons Cutlery Company, and Northern Lights Candle Company (“the Company”) and to encourage Employees to refer outstanding, suitably qualified Candidates who appear to meet the selection criteria.

## 2.0 SCOPE

- 2.1 Except where identified below, this policy applies to all Employees of the Company who refer a Candidate to the Company.

## 3.0 RESPONSIBILITY

- 3.1 All of the Companies’ Employees

## 4.0 DEFINITIONS


- 4.1 Position – Current or anticipated vacant, full time positions with the Company as designated by Management and the Human Resources department (HR).
- 4.2 Employee – All employees of the Company are eligible except members of HR, Senior Management, VP’s, Directors, and Managers with reporting relationship to the position.
- 4.3 Candidate – One who must meet qualifications of open/anticipated position and is actually interviewed and hired for the position. Individuals who have submitted a prior resume, application, have been presented by an outside search firm, or have interviewed with the Company within the previous six (6) months are not eligible to be Candidates.

We are an equal opportunity employer and do not discriminate against protected characteristics. We guarantee that all Candidates will be given the same consideration and will pass through our established procedures.

- 4.4 Referral Bonus – a bonus that is paid to Employees upon successful employment of Candidates under this policy.

## 5.0 PROCEDURE


- 5.1 To submit a referral for a Candidate, an Employee must complete an Employee Referral Bonus form and submit to HR prior to the Candidate submitting a resume or application for employment with the Company.

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- 5.2 It is the responsibility of the Candidate to submit his or her resume and/or application to the Company.
- 5.3 The Candidate must be offered, accept and begin employment with the Company in order for a Referral Bonus to be paid to the Employee in accordance with the below schedule.
- 5.4 The Referral Bonus will be processed through payroll and paid in two installments. The first installment will be after the Candidate successfully completes his or her introductory period. The second installment will be paid after the Candidate successfully completes one year of employment (and will be forfeited if the Candidate is no longer employed with the Company after one year).
- 5.5 The Referral Bonus is subject to all applicable taxes and other typically legally required amounts; therefore, will be included in the Employee's gross wages for the calendar year in which each installment is paid.
- 5.6 The Employee must be a current employee when payment installments are made. Payment installments will not be made to individuals who are no longer Employees.
- 5.7 The Referral Bonus amounts are as follows: \$500 will be awarded when the Candidate is hired as an office hourly or manufacturing employee and \$1,000 when the Candidate is hired as a salary exempt employee.
- 5.8 Referral Bonuses are only applicable when the Candidate is employed by the Company (and not if the Candidate is employed by a staffing agency or other agency that provides services at the Company). However, referrals may be made for Candidates applying through a staffing agency prior to the Company receiving their application. If the agency employee becomes a full-time employee of the Company, the referral bonus will be implemented following the guidelines of the program.
- 5.9 Incomplete referrals or unqualified Candidates will not be eligible for the bonus.
- 5.10 The Referral Bonus is 401(k) eligible.

## 6.0 REFERENCES

- 6.1 Any documents that may be called out within the contents of the document or needed to complete the specification of the contents of the document.

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## 7.0 APPROVAL AUTHORITY

- 7.1 Management representatives from any/all departments that will be affected by the contents of the document.
- 7.2 The purpose of this policy is to reward employees with a Referral Bonus. If there is a question as to whether an employee is eligible for a Referral Bonus, HR will make the final decision after reviewing all information provided.