



Candidate Referral Policy

AUDIENCE

All employees of Nexcess.

PURPOSE

Nexcess is always looking for exceptional talent, and you can help! Research and our own experience show that new hires who come through employee referrals are excellent contributors, tend to stay longer, and are more cost-effective to recruit.

If you know someone who would be a great addition to Nexcess, you may be eligible for a referral bonus of up to \$1,000 (less taxes) if your referred candidate is hired and meets certain employment milestones.

By participating, you help strengthen our team while being rewarded for bringing talented individuals to Nexcess!

OVERVIEW

Submitting a Referral

- All employees are encouraged to refer candidates for any open position.
- Employees must submit referrals to People Experience using the [Candidate Referral Form](#).
- Optional: You can also use our recruiting platform, Jobvite, to share job openings with your professional network. The Refer-a-Friend feature makes it easy to share positions with individuals you believe would be a great fit: [Jobvite Login](#). For assistance with Jobvite, contact px@cloudonedigital.com

Earning Your Referral Bonus

- **\$500 Bonus**: Once your referred candidate is hired and successfully completes 180 days (six months) of consecutive employment, you will receive a \$500 referral bonus.
- **Additional \$500 Bonus**: If your referred employee continues with Nexcess for a full year of consecutive employment, you will receive an additional \$500, bringing the total potential referral reward to \$1,000 per candidate.

GUIDELINES

All Nexcess employees are eligible to participate except:

- Managers with hiring authority over the referred candidates
- Vice Presidents and above
- People Experience personnel



Candidate Eligibility:

- Only candidates who meet the essential qualifications for the position will be considered.
- Temporary, summer, contract, and former employees are not eligible candidates for referral awards.

Submission Requirements:

- The referral date cannot be earlier than the date the job opening is posted.
- Referrals must include a [Candidate Referral Form](#) along with the candidate's resume or employment application.
- The referred candidate must consent to having their name shared during the hiring process.
- Hiring of the referred candidate must occur within 180 days (six months) of the referral date.
- If more than one employee submits a referral for the same candidate, the employee whose name appears on the candidate's application will be considered the recipient of the referral bonus. Referral bonuses will not be paid to multiple employees for the same candidate.

Compliance:

- All hiring decisions will be conducted in accordance with company policies and kept strictly confidential.
- Any disputes or questions regarding the referral program will be addressed by the People Experience Department.

Payment Conditions:

- Referral bonuses are awarded only for candidates directly referred by employees, with no agency involvement.
- The referred employee must meet the required employment milestones (6 months and/or 12 months of consecutive employment) for the bonus to be paid.
- Referral bonus payments will be processed within 30 days after the referred employee achieves the applicable milestone (6 months and/or 12 months of consecutive employment).
- Employees must be actively employed and in good standing at the time the referral bonus is paid in order to be eligible to receive it.

POLICY REVIEW & MODIFICATION

Nexcess reserves the right to modify, suspend, or terminate this policy at any time, with or without notice, at the Company's sole discretion.

QUESTIONS

For questions or clarification regarding this policy, contact your direct manager or the People Experience team at px@nexcssl.com.