



AGY Employee Referral Incentive Program

AGY constantly seeks to recruit and hire high quality employees – and now you can help!

The AGY Employee Referral Incentive Program (ERIP) is an incentive program designed to fill hourly positions within AGY through networking and referrals from our employees.

AGY employees can refer friends, associates, and network contacts for specific employment opportunities at AGY. Through these referrals, AGY benefits from a diverse applicant pool and an integration of varied backgrounds and experiences. We also benefit from employing talent we would not otherwise tap into and save money on recruitment expenses.

Here's how it works:

AGY will pay:

- **\$500** for eligible referrals for all hourly positions except ELE, UEP, MMM
- **\$750** for eligible referrals for ELE,UEP, and MMM positions

Referral Incentives are paid after the referred new hire reaches their 181st day of employment. It will appear as a separate check. Referral Incentives are subject to applicable state and federal taxes.

Who is Eligible to Participate

All AGY employees are eligible to participate with the following exceptions:

1. Hiring Managers who have hiring authority or influence over the referred candidate
2. Human Resources employees
3. Members of the AGY Senior Leadership Team

All Candidates submitted under this program are eligible with the following exceptions:

1. Contractors who have worked at AGY within the past year
2. Current and former AGY employees
3. A referred employee who does not remain an active employee the duration of the initial 180 day period

AGY EMPLOYEE REFERRAL INCENTIVE PROGRAM GUIDELINES

This is where you come in! If you know someone who would be a great addition to AGY and they meet the qualifications for an existing open position requisition, it may be worth a referral bonus if you refer them and they are hired!

Complete the Referral Form (attached) and refer the candidates who meet the minimum qualifications to www.agy.com/careers. Be sure to have your referral mention you in the text portion of the online application. If your candidate is hired you will be awarded a referral bonus based on the position level (see below).

Program Guidelines

1. Referral Eligibility: All AGY employees are eligible to refer candidates under this program, except SLT members, HR staff, and managers with hiring authority or influence over the referred candidate(s).
2. The referral date cannot be earlier than the date the job requisition is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
3. The referral must represent the candidate's first contact with AGY. Temporary, summer, contract and former employees are not eligible candidates for referral awards. Candidates who have already applied for any open positions will be excluded
4. To be eligible for an award, the referrals must first be submitted **thru the agy website "Refer a Friend" link**
5. In the event of multiple submissions for the same candidate for a specific position, the first employee, based on the submission date, to refer the candidate will be the only referring employee eligible for payment.
6. Only candidates who meet the essential qualifications for the position(s) will be considered.
7. The referring employee must be a current AGY employee in order to receive payment.
8. Any disputes or interpretations of the program will be resolved by Human Resources.
9. All referral bonus payments will be made with the first available payroll following the completion of 180 days of employment by the referred employee.

Referral Bonus Tiers

- **\$500** Referral Bonus for eligible referrals for all hourly positions except ELE, UEP, MMM
- **\$750** Referral Bonus for eligible referrals for ELE,UEP, and MMM positions

Approved by Patrick Burns, President & CEO
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