



Employee Referral Incentive Program – Hourly

Policy Number:	HR21H
Department:	Human Resources
Date Created:	07/31/2021
Last Revision:	XX/XX/XXXX
Current Revision:	03/15/2024

SCOPE

This policy is for all AGY employees. THIS POLICY IS A GUIDELINE FOR THE APPLICATION OF THE REFERENCED SUBJECT MATTER ONLY AND IS NOT INTENDED TO CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT. AGY reserves the right to change, delete, or otherwise modify this policy at any time. In the event any part or provision of this policy is inoperable by reason of federal, state, or local law, that provision shall be superseded by such law and the remaining provisions shall remain in effect.

PURPOSE

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 constantly seeks to recruit and hire high quality employees. Referrals are highly valued in our company because we trust employees to know what's best for the company. The aim of the program is to attract qualified candidates to fill roles across the company via our employee network. This policy explains the way the program works in order to make the referral process smoother for everyone involved.

AGY will pay:

- **\$350** for eligible referrals for all hourly positions **except** Electrician 1st Clast (ELE), Utility Person-1st Class (UEP), Maintenance Mechanic (MMM)
- **\$500** for eligible referrals for Electrician 1st Clast (ELE), Utility Person-1st Class (UEP), Maintenance Mechanic (MMM)

•

Bonuses are paid after the referred new hire's reaches their 181st day of employment, and will be issued as a separate check and run with a scheduled pay cycle. Bonuses are subject to applicable state and federal taxes.

POLICY

Who is Eligible to Participate

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

- Hiring Managers who have hiring authority or influence over the referred candidate
- Human Resources employees
- Members of the AGY Executive Leadership Team

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

Policy No.: HR21H

Revision Date: 03/15/2024

Employee Referral Incentive Program – Hourly

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

Program Guidelines:

- Referral Eligibility: All AGY full time salaried exempt and salaried non-exempt employees are eligible to refer candidates under this program, except Executive Leadership Team members, HR staff, and managers with hiring authority or influence over the referred candidate(s).
- 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.
- 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.
- To be eligible for an award, the referrals must first be submitted to **through the AGY website “Refer a Friend” link or the Candidate Referral form brought to HR.**
- 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.
- Only candidates who meet the essential qualifications for the position(s) will be considered.
- The referring employee must be a current AGY employee in order to receive payment, and must be an active employee at the time of payment.
- Any disputes or interpretations of the program will be resolved by Human Resources.

All referral bonus payments will be made on the first available payroll following the completion of 180 days of employment by the referred employee.

FUNCTIONAL RESTRICTIONS

Deviations or changes to this policy require the approval of the Director of HR/CFO.

It is the responsibility of facility and functional leadership to ensure that changes, updates, and requests for policies is coordinated with the Director of HR/CFO and CEO.