

Program Name: "Refer & Retain"

Objective:

To encourage current employees to refer high-quality candidates for open positions at Team Wendy, fostering a culture of excellence and innovation while supporting the growth of the company.

Eligibility:

All full-time employees and contingent workers of Team Wendy are eligible to participate in the referral program, except for HR team members and employees directly involved in the hiring process for the position.

Referred candidates should not be currently employed by Team Wendy or have been terminated from the company within the last six months.

Contingent workers who make a referral, must be a full-time employee at the time the referred employee is hired.

Referral Process:

Referral Submission:

Employees can refer candidates by submitting the candidate's resume and a completed referral form to the HR department via email or by notifying HR of the referral's application through the company's applicant portal.

The referral form should include the referrer's name, the candidate's contact information, the position for which the candidate is being referred, and a brief explanation of why the candidate is a good fit for the role.

Referral Acknowledgment:

Once the referral is submitted, the HR department will acknowledge receipt within 48 hours and will provide updates throughout the recruitment process.

Screening and Interviewing:

The referred candidate will go through the standard recruitment process. The referrer will be informed if the candidate is selected for an interview and ultimately if an offer is made.

Incentives:

Tier 1: Initial Referral Bonus

If the referred candidate is hired and completes 90 days of employment, the referrer will receive a \$250 bonus.



Tier 2: Extended Retention Bonus

If the referred candidate remains employed for 12 months, the referrer will receive an additional \$500 bonus.

Quarterly Prize Drawing:

For every successful referral, the referrer will be entered into a quarterly drawing for a grand prize, such as additional PTO or a \$1,000 gift card.

Program Rules:

- Referrals must be made before the candidate has applied or been approached by the company.
- In the event that multiple employees refer the same candidate, the first referral received will be considered for the bonus.
- Referral bonuses are subject to standard payroll deductions and will be paid through the employee's regular paycheck.
- Bonuses will be paid out only if the referred candidate is hired for a full-time position.
- The company reserves the right to modify or terminate the referral program at any time with prior notice to employees.

Communication:

The program will be communicated via internal email announcements, company-wide meetings, and the intranet portal.

A dedicated page on the intranet will provide program details, referral forms, and a list of open positions eligible for referral.

Program Management:

The HR department will manage the referral program, ensuring timely processing of referrals and payment of bonuses.

Quarterly reports on the program's effectiveness will be provided to the leadership team.

Conclusion:

The "Refer & Retain" program is designed to leverage the existing talent within Team Wendy to attract and retain top-quality candidates. By rewarding employees for successful referrals, the program aims to strengthen the workforce while reinforcing the company's commitment to excellence

Director of Human Resources

Vice President of Finance

James Wilcox Digitally signed by James Wilcox
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President