



CAPITAL POWER OPERATIONS (USA) INC

Employee Referral Program

Purpose and Goals of Program

An employee referral program has been established to assist the Company in identifying and attracting new talent into the organization. Throughout the organization, CPC employees have proven to be a valuable recruiting resource. The referral program also supports the company's strategic model of growth, operational excellence and people.

The goals of this program are to attract quality candidates to CPC, reduce our cost and time to hire and to engage our employees in the hiring process. It was designed with simplicity in mind to ensure ease of communication and administration.

Program Overview

Eligibility Criteria -

- All active CPC employees, including full time, part time and temporary (provisional), are eligible to participate in the program and refer candidates.
- Employees participating in the hiring decision or directly / indirectly responsible for overseeing the position for which the candidate is being considered are not eligible.

Referral Criteria

- You cannot refer an existing employee or a current CPC contractor.
- A referral will not be accepted if a candidate's resume is currently on file.
- If two or more employees submit the same candidate the first resume received will be considered as the eligible referral.
- Temporary vacancies and vacancies under the Summer Employment Program will not be eligible for the referral fee.

Referral Incentive

- The amount of referral incentive will be determined by the hiring manager in consultation with the recruitment team. Incentive payouts will be between \$500 or \$2,500 and the applicable amount will be communicated on the posting.
- Payment of the referral incentive will be initiated after the employee has completed 90 days of employment.
- The referral incentive will be paid via payroll and is considered taxable income which is subject to applicable taxes and deductions.

- Employees on leave of absence or long term disability will be paid their referral incentive upon their return to work.

Referral Process

Before *referring* a candidate employees must discuss the vacancy and obtain permission from the candidate to refer their resume.

Posted Vacancies

- To make a referral go on line to hr@capitalpower.com and submit the resume on behalf of your candidate.
 - Complete the name and e-mail section with your name. Indicate in the comments section that you are submitting this resume for the Employee Referral Program.

Non- posted Vacancies

- If you are aware of vacancies, but there is not a current posting, you may send an e-mail to hr@capitalpower.com with the candidate's resume indicating you are submitting it for the Employee Referral program.

Referred resumes will be purged from the Employee Referral Program file after 12 months.

Roles and Responsibilities

VP of HR and General Manager will be responsible for:

- Determining the applicable referral incentive
- Funding the payment of the referral incentive
- Acknowledging and advising the referring employee as to the status of their referral

Human Resources will be responsible for:

- Creating the posting including details of the available referral incentive
- Tracking and monitoring the number of referred candidates
- Notifying payroll monthly to process payment of applicable referral incentives

Participating employees will be responsible for:

- Ensuring they have the candidates permission prior to submitting their resume
- Applying on behalf of the referred candidate and noting on the application their referral so that their participation in the referral program is documented

Employee Referral Program - Draft Q & A's

I referred someone last *year* - will I be eligible for a referral incentive?

- The referral program is not being back dated. Employee referrals from March 2007 will be eligible to receive the referral incentive.

Why do employees need to submit the candidate's resume - can't you find their resume and make a note that it's an employee referral.

- + EOI receives thousands of resumes each year. To ensure we properly track and record referrals employees wishing to participate in the referral program must submit the resume on behalf of the candidate.

Who is eligible to participate in the referral program?

- All active EOI employees, including permanent full time, part time and temporary (provisional) employees may make referrals. To receive an incentive payment you must be employed by EOI on the date the incentive payment is authorized - i.e. 90 days from the date the candidate is hired.

Will contract employees be eligible for the referral incentive?

- Program is open to active EOI employees only.

When will the referral payment be made?

- The referral incentive will be paid approximately 90 after the candidate is hired provided the candidate is still actively employed by EOI.

My referral was hired in an alternate position - will I still be eligible for the referral incentive.

- Yes provided the candidate is placed within 6 months of the date you referred them as a candidate.

What happens if two or more employees refer the same candidate?

- The first referral to arrive will supersede any subsequent referrals and will remain valid for 6 months.

How many referrals can I make?

- There is no limit to the number of referrals an employee may submit; however candidates must meet the minimum qualifications for the position.

Can I refer a candidate without a having them apply on a specific job vacancy?

- At this time referrals must be submitted in association with a specific job posting.

Can I have time off in lieu of the incentive payment?

- The incentive payment is funded by the hiring department whereas the referral may have originated in another area or business unit. To minimize administration time off in lieu is not an option at this time.

How will I know my referral was received?

- The hiring manager will acknowledge receipt of all employee referrals.

How much is the referral incentive?

- Referral incentives will vary by position and will range from \$500 to \$2,500. The amount of the applicable referral incentive will be set the by Vice President of Human Resources and the General Manager and will be noted at the bottom of each posting.

Is the referral incentive taxable?

- Applicable taxes will be withheld when the referral incentive is paid.

How do I get more information?

- For more information refer to the referral program guidelines on the HR intranet or contact your manager or Human Resource Consultant.