

## Shearer Employee Referral & Reward Program

The Shearer dealerships are always looking for quality employees, and you can help! If you know someone who would be a great candidate for one of our open positions, you could be rewarded if you refer them for employment and they are hired.

### Reward Details

- Reward payable after 90 days of employment
- \$500 – payable for Service Technicians and Body Shop Technicians
- \$300 – payable for Sales Consultants
- All rewards are considered taxable income

### Program Rules

1. Referral Eligibility: All Shearer employees, except Manager level and above, Human Resources, and managers with hiring authority over the referred candidates are eligible to refer candidates.
2. The referral date cannot be earlier than the date the job requisition is posted. The hiring of a referred employee must occur within 90 days (three months) of the initial referral date.
3. The referral must represent the candidate's first contact with Shearer. Temporary, summer, swap drivers, contract and former employees of Shearer or affiliated companies are not eligible candidates for referral awards.
4. To be eligible for an award, the referrals must **first** be submitted to Human Resources and must include a Candidate Referral Form.
5. The first employee to refer a candidate will be the only referring employee eligible for payment.
6. Only candidates who meet the essential qualifications for the position will be considered.
7. All candidates will be evaluated for employment consistent with Shearer policies and procedures.
8. All information regarding the hiring decision will remain strictly confidential.
9. The referring employee must still be employed by Shearer during the hired candidate's first 90 days of employment in order to receive payment.
10. Any disputes or interpretations of the program will be handled through Human Resources.
11. All referral bonus payments will be paid following 90 days of employment by the referred candidate.