

# AVANTE LOGIXX

Policy	<b>Employee Referral Program</b>
Effective Date	<b>August 1<sup>st</sup>, 2020</b>
Eligibility/ Pertains to	<b>All Permanent Office Employees (LSI)</b>
Modification(s) History (name/ date)	<b>Avante Logixx Human Resources</b>

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## **Purpose:**

Avante Logixx Inc. places great importance on employee referrals because we want to ensure the 'right' fit when hiring new talent. We know that our employees have unique perspective of our culture and will help in attracting and retaining the best talent.

## **Who:**

All permanent employees of Logixx Security Inc. are eligible to participate and earn rewards under the policy. Except, where referral is provided by:

- Human Resources
- Corporate Function & Business Unit Heads
- Line Managers - directly responsible for hiring within their departments

## **Eligibility:**

All permanent positions which are circulated by Human Resources through internal communication (email, memo etc.) will be considered for referrals.

Referrals of candidates who were previous employees (employed with Logixx Security in last 2 years) are not eligible for reward under this program.

Both referring and the new employee must complete their three months' probation period before the referring employee is eligible for the referral reward.

## **Reward:**

The referring employee will receive the following (subject to taxation):

- Office Staff - \$500 (completion of 3 months' probation)
- Office Staff - \$1000 (completion of 1-year probation)

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## **Process:**

- Employee(s) will ask their referral candidate to email [referrals@logixxsecurity.com](mailto:referrals@logixxsecurity.com)
- Once applied, referral candidate will send the confirmation email to Employee, indicating their referral willingness. Employee can send that email to HR department.
- Employee with no email access can coordinate with HR or respective LineManagers.
- The qualifying referral candidates will be given equal consideration and will participate in our hiring and selection process.

## **Terms & Conditions:**

- There is no cap on number of referrals an employee can make.
- If two or more employees refer the same referral candidate, only the first employee to send the referral to HR will receive the reward.
- Employees are still eligible for rewards even if a referral candidate is hired later or gets hired for another position.
- Both employees must be currently employed by Logixx Security for rewards to continue to be paid out.
- Candidate must be hired as a full-time employee/part-time.

## **Transition from previous program:**

Employees who referred successful candidates before the referral program was modified will continue to receive their reward under previous criteria.

## **Modification & Amendments:**

Avante Logixx Inc. may change the referral program at any time, in its sole discretion.

Avante is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please contact Human Resources for further details or information.